

## Downtown Guelph Business Association Board of Directors

February 1st, 2022 6:00-7:30

Location: DGBA Board Room

42 Wyndham St N, Guelph, ON N1H 4E6

6:22pm Meeting Start

Members in Attendance: Kevin Polach, Bryan Steele, Brianne McCrossan, Cathy Downer, Chuck Nash, Derrick Rutherford, Pina Marfisi, Rodrigo Goller, Iside Dallon, Richard Overland

Members in Attendance Virtually: Greg Elliott and John Regan

Not in Attendance: Tom Lammer

Introductions/zoom meeting protocols

- Noted meeting to be recorded via telephone due to zoom technical issues

Disclosure of Conflict of Interest and the general nature thereof

- One disclosure noted by Chuck Nash regarding in-camera item

1. Approval of Agenda

- Moved by Iside Dallon, seconded by Derrick Rutherford, carried

2. Approval of Minutes from January 18th, 2023

- Moved by Cathy Downer, seconded by Pina Marfisi, carried

3. City Update - Economic Development and Tourism - John Regan

- No vacancies in Department this year, fully staffed

- Brief discussion of potential opportunities for Tourism Funding through 2024 MAT Programming between The City of Guelph and Chamber of Commerce

- Around \$250,000 has been collected so far by the City for future opportunities

4. Assignment of DGBA board members to each committee as required by the terms of reference.

a. Attractions

i. **Motion:** to assign John Regan, Alex Jaworiwsky, Pina Marfisi, Rodrigo Goller and Iside Dallon as members of Attractions Committee

- Moved by Brianne McCrossan, seconded by Iside Dallon, carried

- b. Strategic Community Integration Committee
  - i. **Motion:** To approve the addition of a Strategic Community Integration Committee
    - Moved by Derrick Rutherford, seconded by Pina Marfisi, discussion
    - Potential overlap with Mayor's Task Force discussed
    - Discussion around committee being a focus *in addition* to main two mandates of a BIA
    - Suggestion made to rename additional committee to Community Integration Committee
    - Terms of Reference to be adjusted by Derrick Rutherford and Cathy Downer for February 16th Meeting
  - Motion Amended:** To approve the addition of Community Integration Committee pending approval of Terms of Reference provided at February 16th Meeting
    - Moved by Bryan Steele, seconded by Iside Dallan, carried
  - ii. **Motion:** to assign Derrick Rutherford as Chair of Strategic Community Integration Committee
    - Moved by Rodrigo Goller, seconded by Iside Dallan, carried
  - iii. **Motion:** to assign Cathy Downer and Pina Marfisi as members of Strategic Community Integration Committee
- c. Experience Committee
  - i. **Motion:** to remove Experience Committee
    - 1. Beautification and Cleanliness to be responsibility of the entire Board
      - Moved by Pina Marfisi, seconded by Derrick Rutherford, discussion
      - Discussion of main two BIA mandates: Beautiful & Events
      - Main priorities of Experience committee are important to continue working on
      - Suggestion made by Kevin Polach to amend motion and pause committee until Strategic Plan is updated
    - Motion Amended:** To suspend Experience Committee until Strategic Plan is reviewed and add Beautiful to regular Agenda items
      - Moved by Kevin Polach, seconded by Bryan Steele, carried

5. **Motion:** That Brianne McCrossan and Bryan Steele be delegated authority to perform tasks of Interim General Administrative Assistance until rescinded by the board  
- Moved by Pina Marfisi, seconded by Derrick Rutherford, carried  
- Brianne and Bryan to take on tasks within description that they deem to be manageable

**Motion:** To approve Terms of Reference for Interim Administrative Assistance  
- Moved by Richard Overland, seconded by Brianne McCrossan, carried

6. **Motion:** That Chuck Nash be delegated authority to perform the following and that this delegation be in place as of February 1, 2023 until the appointment of an Executive Director or until rescinded by the board:

- a. Staff Management
  - b. Liaison with Bookkeeper
  - c. Liaison with City Staff
  - d. Delegate to council when necessary
  - e. Approve and disapprove expenses up to \$5,000
  - f. Approve and disapprove expenses up to \$10,000 with the Treasurer
- Moved by Derrick Rutherford, seconded by Iside Dallon, carried

7. **Motion:** To move to in-camera meeting

- a. Staffing
- b. Chair and Treasurers Notes
- c. Grant Update

**Motion:** To move out-of-camera

- Moved by Kevin Polach, seconded by Pina Marfisi

8. Next Meeting - February 16th, 2023 at 7pm

10. Adjournment