



Downtown Association

Sault Ste Marie, ON

Board Meeting

496 Queen Street, East, Sault Ste. Marie
Tuesday, April 12, 2015 @ 5:30pm

Attendance: Ross Romano, Chair; Paul Scornaienchi, Vice-Chair; Frank Gaccione, Treasurer ; Dominic Ruscio, Director; Grace Tridico, Director; Steve Alexander (arrived @ 5:39pm), Director; Harlee Kimsal, Acting Manager

Regrets: Carrie Suriano, Director, Joseph Bisceglia, Director

1. Call Meeting to Order: Ross Romano called the meeting to order at 5:36pm

2. Approval of Agenda:

3. Declaration of Conflict of Interest: Paul Scornaienchi declared a conflict regarding the Bylaws/Associate Membership.

4. Approval of March 15, 2016 Minutes: Paul Scornaienchi motioned to approve the March 15, 2016 Minutes. Grace Tridico seconded. All in favour. Carried.

Dominic Ruscio, Paul Scornaienchi approved the March financials (formal approval outstanding from last month).

5. Business Arising: Ross Romano requested Board Elections, and Duane Moleni be added to New Business.

6. Bylaws:

The Governance Committee presented the Bylaws and Appendices of the BIA for Board approval.

Frank Gaccione motioned to discuss the bylaws before approval. Dominic Ruscio seconded. All in favour. Carried.

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Discussion: The definition of an Associate Member was discussed, specifically how an Associate Member can be eligible to run for the Board.

To run for a seat on the Board as an Associate Member you must:

- Pay \$500.00 fee for the year,
- Must get 10 signatures from the membership,
- Be an Associate Member for one year to be eligible to run for a seat on the Board, which at that point;
- Must pay \$500.00 the following year to be in good standing, and get an additional 5 member signatures in order to run for the Board)

7. Discussion Re: Duane Moleni Departure / Replacement Plan:

- Ross Romano recapped that a decision was made in closed session that the Manager position will be posted with a goal to have the position filled by June; for the interim Harlee Kimsal will have enhanced duties.
- Looking to hire an admin/special events assistant on a part-time, temporary term.
- Approach Sault Community Career Centre and 8:56 Productions re: temporary staff/costs.

Motion: Be it resolved that Ms. Kimsal will have enhanced responsibilities effective immediately to fill gap in Manager departure while also maintaining her current role. Moved by Grace Tridico. Seconded by Dominic Ruscio.

8. Update Re: Administrative / Special Events Assistant:

Motion: Be it resolved that the Board directs that a part-time staff member be hired as an Administrative/Special Events Assistant on a 90-day contact basis.

9. Financials:

- Harlee Kimsal reviewed the P&L to March 2016.
- Noted that first quarter installment of \$50,000.00 per the levy agreement between the BIA and City of Sault Ste. Marie was direct deposited into the BIA account. Request for seconded installment has been made.
- \$35,000.00 cheque was mailed to the City of Sault Ste. Marie re: Downtown Development Initiative invoice
- \$1,500.00 cheque was mailed to Crimestoppers re: Crimestoppers QR Patrol Program.

Motion: to approve financials. Moved by Paul Scornaienchi. Seconded by Grace Tridico. All in favour. Carried.

10. Discussion Re: Staff, Eric Laitinen's last day April 19, 2016/Other staffing options:

- Harlee Kimsal updated that Board that Eric's last day is coming up on April 19, 2016 and advised that Duane Moleni had submitted an application for summer students, but will not know if they are successful or not until possibly end of May 2016.
- Membership has expressed/identified street cleaning/beautification as a priority, and the BIA should look to continue the service with no gap.

Motion: to extend Eric Laitinen as staff for an additional 90 days as needed basis, 20 hours per week maximum.

11. Discussion Re: Frank Colgoni, Canadian Rodder Inc:

- Board referred this item to the Events Committee
- Dominic Ruscio expressed interest on this particular item, and volunteered to attend Event Committee meeting to assist with Canadian Hot Rodder plans/discussion.

12. Manager's Report:

- Harlee Kimsal reviewed Manager's Report – see attached.

13. New Business:

- **Board Elections:**
 - Ross Romano advised that City Clerk be notified that the BIA is ready to move forward with Board Elections. Looking to have newly elected Board in place by start of June. Would need to be on the May 30, 2016 Council Agenda for formal approval by Council.
- **Duane Moleni/Manager Position:**
 - Executive Committee needs to meet in the near future to post the Manager position. Executive Committee and current staff member, Harlee Kimsal will assist with hiring process.

14. Closed Session:

Motion: to move into closed session at 7:15pm. Frank Gaccione Moved. Grace Tridico seconded.

15. Adjourn Meeting:

Motion: to adjourn open session meeting at 8:30pm. Paul Scornaienchi Moved. Seconded by Frank Gaccione.

Meeting Adjourned: 8:30pm