



Queenstown BIA

Sault Ste Marie, ON

Board Meeting

496 Queen Street, East, Sault Ste. Marie
Tuesday, May 10, 2016 @ 5:30pm

Attendance: Ross Romano, Chair; Paul Scornaienchi, Vice-Chair; Frank Gaccione, Treasurer ; Carrie Suriano, Director; Joseph Bisceglia, Director; Grace Tridico, Director; Harlee Kimsal, Acting Manager

Regrets: Dominic Ruscio, Director; Steve Alexander Director

1. **Call Meeting to Order:** Ross Romano called the meeting to order at 5:34pm.
2. **Approval of Agenda:** Ross Romano advised agenda items 6 & 7 be moved into closed session.
3. **Declaration of Conflict of Interest:** None.
4. **Approval of April 12, 2016 Minutes:** Moved by Joseph Bisceglia. Seconded by Frank Gaccione. All in favour. Carried.

5. Business Arising:

- Joseph Bisceglia noted the BIA's bookkeeper needs to meet with the Board regarding financial reports and budget.

Motion: Harlee Kimsal to arrange a meeting with the BIA Bookkeeper and the Board for next week.

Moved by Joseph Bisceglia. Seconded by Paul Scornaienchi. All in favour. Carried.

- Ross Romano introduced Julia Dufour to the Board. Julia's first day was Thursday, April 28, 2016 and end date of Friday, May 27, 2016. The Board contracted 8:56 Ltd to provide one staff member to fill a

temporary, part-time contract for Administrative & Events Assistant position at the BIA; to assist for an interim period until a full-time Manager is hired. Julia Dufour left the meeting at 5:45pm.

6. **Discussion Re: Duane Moleni Departure / Replacement Plan:** Ross Romano, Chair moved item 6 to Closed Session.
7. **Update Re: Administrative / Special Events Assistant:** Ross Romano, Chair moved discussion of item 7 to Closed Session.

8. Manager's Report:

a) Events Committee Update:

- Committee meeting to be rescheduled asap.
- Working with James Wishon, Camera Craft as a 'champion' of Heritage Square. Plans to fill the street from Pim to East with 75-100 classic cars. James is working with the Northern Lights Cruisers car group.
- Summit Church interested in running kids area in Square 4.
- Reggie's potentially may have Motorcycles and patio
- Previous manager had no plans of moving forward with pop-up-patios. Need Committee to meet and discuss in detail.
- Plans for bands in every block.
- Ross Romano noted Ryan Mazopika, member is on the Events Committee and to add his contact information to the email contact list.
- Paul Scornaienchi made a recommendation that Carrie Suriano sit on the Events Committee/ Attend the next Events Committee meeting.

Motion: Carrie Suriano to attend the next scheduled Events Committee Meeting.

Moved by Joseph Bisceglia. Seconded by Grace Tridico.

b) Governance Committee Update:

- Paul Scornaienchi provided the Committee with his copy of the First Reference, Employment Standards Act binders. Committee reviewed and highlighted which policies the BIA would like to adopt. Committee reviewed the proposed policies provided by Board Chair; decided to go with the Employment Standards policies as they are accessible/ formatted clearly and can be easily adopted.
- Governance Committee will work on updating the policies to reflect the BIA name. Once completed, will be presented to the Board for approval.
- Paul Scornaienchi will provide Harlee Kimsal with an electronic copy/ USB containing policies for updating.
- Paul Scornaienchi requested reference binder(s) be available at next Board Meeting (2015-2016 Minutes)

c) Streetscaping/Beautification Committee:

496 Queen Street East, Sault Ste. Marie, ON, Canada P6A 1Z8
Tel: (705) 942-2919 Fax: (705) 942-6368 Email: info@saultdowntown.com
Website: www.saultdowntown.com

- Scheduling a meeting for next week to discuss possible lighting installation/options for the BIA.
- Harlee Kimsal has researched possible options that can be implemented over the next two years, taking into consideration the possibility of a changing streetscape in the future.
- A Special Meeting to be scheduled for presentations to the Board Re:
 - Bookkeeper/ing;
 - Patio Pilot Project/Application presentation by Victoria Prouse, Downtown Development Coordinator, City of SSM;
 - Walk of Fame prototype presentation by Public Works & Transportation

Entered Closed Session at: 6:34pm

Entered Regular Session at: 7:16pm (Harlee Kimsal and local Media were invited back in to regular session)

Advertising of the General Manager position:

Motion: To approve the job description for the General Manager position, that the Job Description and listed duties as outlined be adopted in hiring a new General Manager.

Moved by Joseph Bisceglia. Seconded by Paul Scornaienchi.

Motion: That the General Manager position is advertised in; Sault Star, Sault Community Career Centre, and Sootoday from Wednesday, May 11 – Wednesday, May 25, 2016. Applications are to be sealed, submitted to 496 Queen Street, E marked Private & Confidential, Attention: Ross Romano, Board Chair. That the General Manager Job Description be available upon request prior to submitting application.

Moved by Joseph Bisceglia. Seconded by Frank Gaccione.

- 9. Financials:** Defer approval of Financial Statements until discussion with Bookkeeper is complete.

10. New Businesses:

- Joseph Bisceglia updated the Board on the Queen Street Cruise event taking place on Friday and Saturday, June 17 & 18th.
- Paul Scornaienchi asked for clarification as to what Queenstown BIA's role is with the event, Joseph Bisceglia noted the following:
 - That the BIA is on the Queen Street Cruise Committee
 - Use of Board Room for Committee meetings
 - Advocate to members
 - Have not requested yet, but intending on asking for \$300.00 in support

- Queen Street Cruise is the event host and must complete the Street Closure Application. Harlee Kimsal can assist with sending to City.

11. Adjourn Meeting:

Motion: to adjourn meeting at 7:45pm. Moved by Frank Gaccione. Seconded by Grace Tridico.

Meeting Adjourned: 7:45pm.