

**Downtown Association
Sault Ste Marie, ON**

Board Meeting

496 Queen Street East, Sault Ste Marie
Tuesday, August 21st, 2018 @ 5:30pm

Attendance: Paul Scornaienchi, Board Chair; Kristi Cistaro, Vice Chair; Joseph Bisceglia , Diretor; Angela Romano, Director; Grace Tridico, Director; Josh Ingram, Manager; Ashlyn Mcmillan, Admin. And Communication; Samantha Charlebois, Summer Student; Tara (Pita Pit), Downtown Association Member; Alex Parr, Media.

Regrets: Frank Giacconi, Treasurer

1. Call Meeting to Order: 5:38PM

2. Approval of Agenda:

Joseph Bisceglia **Seconded:** Kristi Cistaro
All in Favor, None Opposed.

3. Declaration of Conflict of Interest:

- Kristi Cistaro regarding any elections content
- Rory Ring has notified the board of his leave of absence as he currently is a candidate in the upcoming election.

4. Approval of the June 2018 Minutes:

- Angela Romano -Item 9 , Joseph Bisceglia's name is spelt wrong
- Item 10 , Kristi Cistaro's name is spelt wrong

Angela Romano **Seconded:** Grace Tridico
All in Favor, None Opposed.

5. Operation, Motions & Resolution at a Glance

-Discussion was had concerning conflict between Directors, it was agreed upon that staff would investigate the Association's HR policy and that for this documents purpose the sections on code of conduct would be sufficient.

Motion: To approve, in principle, the updated policy with the recommended changes from the General Manager and Board of Directors, with exception of amendments made next meeting having to do with dispute. (in anticipation of the DTA membership approving these policies at the next AGM.)

Joseph Bisceglia **Seconded:** Grace Tridico
All in Favor, None Opposed.

6. Committee Updates

Events Committee

- Response has been positive from membership
- A survey has been released to membership regarding organization and will be released again following the Sept 22 party to gather final information.
- A new process for vendors will need to be written for office best practices as we have grown significantly.
- Josh Ingram makes special mention of the members who contributed at the sponsorship level.
- The future of the Saturday mixers are currently in question.

7. Managers Report

- Moving forward with the derelict properties are moving very well, with potential seizing as well as updating to city bylaw is going well.
- We've applied for a replacement NOHFC intern
- Facade improvement grants have launched, they've been released as information
- Hanging bracket signs. Insurance and City SSM agreement is nearly complete, a beautification committee meeting will follow with City Planners invited.

-**FutuerSSM** Josh Ingram runs the BIA board through the process, and methodologies to the Downtown Development Team selecting 15 high priority action items, some short term (6 months or under) some mid term (under 18 months) some long term (18 months or more) Suggestion were made by the Board of Directors for Josh Ingram to bring back to this development team.

-The Board of Directors impression on the two way traffic conversion was negative. Josh Ingram informed the board of directors that there will be another open house to downtown merchants specifically to address this.

-Josh Ingram will be doing a walkthrough of a public space consultant re: public realm improvement in the next few months. Also, forwarded all MOU content to this consultant for review.

8. New Business

-Grace Tridico asks about the Advocacy committee progress without Rory Ring.

-Joseph Bisceglia offers to spearhead a questionnaire to be released to all candidates prior to the election. Board and Staff were assigned task to be completed.

Motion: For board send staff their questions and staff to compile and refine in order for the advocacy committee to complete a questionnaire to release to candidates.

All in Favor, None Opposed.

-Board of Directors nominations are now open.

10. Adjournment: 6:52 PM