

**Leslieville BIA  
Board of Directors Meeting  
MINUTES  
Monday, November 12, 2018  
7:00 p.m.  
At The Vandenberg House**

**Board Members Present:** Andrew Sherbin, Christiane Tetreault, James Lane, Jennifer Orenstein

**Regrets:** Brad Daniels, Tracy Kelly, Tina Panagioutou, Ara Mamourian, Councillor Mary-Margaret McMahon, Councillor Paula Fletcher, Marianne Szczuryk, City BIA Office

**Guests:** Rebeca Montiel, General Manager, Chartwell Avondale Retirement Residence; Cathy Quinton, BIA Coordinator

**1. Welcome**

With quorum established, Andrew Sherbin opened the meeting, thanking Christiane Tetreault for the meeting space and all for attending.

**2. Declaration of Conflict of Interest**

None declared.

**3. Approval of Minutes of September 10, 2018 BOD Meeting (there was no October, 2018 meeting)**

- (a) The Board reviewed the Minutes of the previous Board of Directors meeting.
- (b) Business arising from the previous Minutes – discussed further in the Agenda.
- (c) Approval of Minutes

**On a motion made by Christiane Tetreault, seconded by James Lane, it was resolved to approve the minutes of the September 10, 2018 Board of Directors meeting. Motion carried.**

**4. Committee Updates**

**(a) Administration**

**AGM Date:** The date of the Annual General Meeting of the BIA membership was established as Monday, January 14, 2019 at 7:00 p.m.

*ACTION – Rebeca Montiel will check to see if Chartwell Avondale is available to host that evening. James Lane offered his premises as an alternative.*

*ACTION – Cathy Quinton/Jennifer Orenstein will arrange to have the BIA auditor, Rafiq Dosani, present the Audited Financial Statement for 2018 at the AGM.*

**Draft 2019 Budget:** Andrew Sherbin reviewed the draft of the BIA Budget for 2019. It was noted that ‘Commentary’ for 2018 and 2019 pages will be completed prior to sending a Board approved draft to Economic Development BIA Office for BIA member distribution.

**On a motion made by James Lane, seconded by Jennifer Orenstein, it was resolved to approve the draft 2019 Leslieville BIA Budget, pending addition of commentary items, as presented and reviewed by the Board. Motion carried.**

*ACTION – Cathy Quinton will complete the Commentary sections for 2018 and 2019 and submit the draft Budget to Economic Development BIA Office no later than Wednesday, December 12, 2018, for the purposes of mailing the one page 2019 Budget Summary and Annual General Meeting Notice to property owners.*

*ACTION – Cathy Quinton will prepare and hand-deliver copies of the draft 2019 Budget Summary and Annual General Meeting Notice to all BIA business owners no later than 15 days prior to the Annual General Meeting date of January 14, 2019.*

**BIA Board Recruitment:** The Board discussed the upcoming BIA Board of Directors election, noting that there will be changes to the current Board and recruitment will be necessary.

- Andrew Sherbin announced formally that he will be stepping down as Chair, effective January 14, 2019.
- James Lane announced formally that his business will be relocating and therefore he will be ineligible for a Board appointment.

Any business owners or property owners located within the boundaries of the Leslieville BIA, i.e. Queen St. E. between Empire and Vancouver Avenues, are eligible to run for a position on the Board. Interested parties are to contact the BIA via email at [leslievillebia@gmail.com](mailto:leslievillebia@gmail.com).

*ACTION – Cathy Quinton will issue a recruitment notice to all members of the Leslieville Business Improvement Area.*

**(b) Financial – P & L**

**Income** \$127,973.74

**Expenses** \$95,075.51

**Net (ordinary) Income** \$32,898.23

**Net Income** \$ 32,898.23

**(c) Marketing/Events**

Website: The new Leslieville BIA website is close to launch. The Business Directory portion requires updates to reflect latest business starts and departures, otherwise content is in place. A launch announcement will be made by the Annual General Meeting in January, 2019.

Events:

- The next event in the BIA will be the **Festive Tree Lighting and Late Night Shop Hop** on Thursday, November 29, from 6-9 p.m. BIA businesses will be asked for donations of hot chocolate and treats for the Tree Lighting. For Late Night Shop Hop, all business owners will be offered a music/live entertainment stipend once again.
- A contest for best festive window, called **#windowwonderland** will commence the week of November 26, 2018 and continue until December 14, 2018. This will run primarily on Instagram, with the biz window photo taken by an individual submitted with the #windowwonderland tag and receiving the most ‘likes’ resulting in the following prizes to be won by contestants:

1<sup>st</sup> Prize: \$200 gift cert to the winning #windowwonderland store

2<sup>nd</sup> Prize: \$150

3<sup>rd</sup> Prize: \$100

*ACTION – A small window decorating ‘starter kit’ will be distributed to all businesses, with an invitation to participate.*

**(d) Development and Streetscape**

GTA Accessibility Workshop: Cathy Quinton reported on the OBIAA Accessibility Workshop for the GTA that was held in Leslieville on September 20, 2018 at Chartwell Avondale Retirement Residence. Attendance (40) exceeded registration and included TABIA, other BIA’s, local business owners, residents with lived experience, advocates for accessibility, and legislators. Updates on the creation of the accessibility handbook for BIAs, businesses, property owners and local governments will be communicated in the New Year, via Access Ontario and OBIAA. The BIA thanked Chartwell Avondale Retirement Residence for hosting and McQueen’s Pub for providing a great lunch. All expenses were paid by OBIAA and Access Ontario.

Next Development Committee Meeting: This is scheduled for Monday, November 26, 2018 Noon to 1 p.m. All are welcome to attend. Agenda is tbc.

Opioid Crisis & Homelessness: Andrew Sherbin spoke about the BIA’s involvement in CLC’s (Community Liaison Committees) for South Riverdale Community Health Centre (SRCHC) KeepSIX safe consumption site, and the Salvation Army New Hope Shelter. Individual business

owners report an increase in unwanted visitors to their properties and the prevalence of discarded needles and drug use in public places.

Cathy Quinton spoke to the current opioid crisis and need to inform and educate business owners with a view to safety and security for all.

*ACTION – Cathy Quinton will meet with SRCHC KeepSIX officials to plan 1:1 business owner outreach.*

## **5. Next Meeting**

The next (and final for 2018) meeting of the Leslieville Board of Directors will be Monday, December 10, 2018 at 7:00 p.m. Venue is tbd.

## **6. Adjourn**

**On a motion made by Jennifer Orenstein, seconded by Christiane Tetreault, it was resolved that, there being no further business to discuss, the meeting adjourned. Motion carried.**

**Leslieville BIA  
Board of Directors Meeting  
Monday, December 10, 2018  
7:00 p.m.  
Venue: 10 Hastings Avenue**

**AGENDA**

**Board Members:** Andrew Sherbin, Tina Panagioutou, James Lane, Tracy Kelly, Brad Daniels, Christiane Tetreault, Ara Mamourian, Jennifer Orenstein, Councillor Mary-Margaret McMahon, Councillor Paula Fletcher

**Guests:** Marianne Szczuryk, City BIA Office ; Rebeca Montiel, General Manager, Chartwell Avondale Retirement Residence; Cathy Quinton, BIA Coordinator,

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|-----------|--|----------------------|
| <b>1.</b> | <b>Welcome</b>                                       | Andrew               |
| <b>2.</b> | <b>Declaration of Conflict of Interest</b>           | All                  |
| <b>3.</b> | <b>Approval of Minutes of November 12, 2018</b>      | All                  |
|           | (a) Review of previous Board meeting minutes         |                      |
|           | (b) Actions / business arising from previous minutes |                      |
|           | (c) Approval of Minutes                              |                      |
| <b>4.</b> | <b>Committee Updates</b>                             |                      |
|           | (a) Administration                                   | All                  |
|           | - AGM prep – who’s doing what?                       |                      |
|           | - Update on 2019 BIA Board recruitment               |                      |
|           | (b) Financial – P & L                                | Jennifer             |
|           | (c) Marketing/Events                                 | Ara/Christiane/Cathy |
|           | (d) Development & Streetscape                        | Andrew/Cathy         |
|           | - Report on November 26, 2018 Committee meeting      |                      |
|           | - Opioid Crisis – BIA outreach plan                  | Cathy                |
| <b>5.</b> | <b>Other Business</b>                                |                      |
| <b>6.</b> | <b>Adjourn</b>                                       |                      |