



Ford City Business Improvement Association
Board of Directors Meeting

Monday, May 8, 2023

In Attendance: **Kaitlyn Karns, Dana Horowitz, Mike Difazio, Shane Potvin, Nicole Baillargeon, Lauren Potvin, & Marina Maffessanti**

Regrets: **Ed Sleiman**

Absent: N/A

Meeting Opened at 5:07pm by Kaitlyn Karns (Executive Director)

Approval of the previous minutes – N/A. No minutes to approve.

Communications & Reports

1. Recap of January 1- April 30, 2023

2. Financial Report

- Question about CC and Pre-Paid Credit Card. Kaitlyn to follow up with WFCU once Signers are confirmed.

Election Results of the Executive Positions

Kaitlyn Motions to start the voting for the Executive Positions

Second by Shane

Shane and Dana Nominates Shane to run for the Chair

All in favour: YES

Opposed: 0

Nominations for the Vice Chair: Marina is nominated by Shane and Marina

All in favour: YES

Opposed: 0

Nominations for the Treasurer: Nicole self nominates

All in favour: YES

Opposed: 0

Nominations for the Secretary: Dana self nominates

All in favour: YES

Opposed: 0

Newly Elected Executive Positions are as follows:

Chair: Shane Potvin (Signing Authority)

Vice-Chair: Marina Maffessanti (Signing Authority)

Treasurer: Nicole Baillargeon

Secretary: Dana Horowitz

All in favour of the elected positions?-- YES

Discussion:

1. **Questions from the Board regarding the new BIA By-Law**
 - a. **Changing the address to 1000 Drouillard UPPER**
 - i. **Motion was presented by Shane, Approved by Dana and seconded by Mike.**
 - ii. **All in favour- yes**
 - b. **WIBIAC**
 - c. **Reserve Fund Questions**
 - d. **Board Vacancies**

Plans & Execution:

Motion to create a board meeting schedule by Kaitlyn

1. **Board Meeting Schedule**

Nicole Motion to schedule the meetings at 5:30pm on the Second Monday of the month
Seconded by Marina
All in Favour: YES

Kaitlyn to send Google Calendar invites to the board.

*Note: Dana. H Left at 6:03 pm.

Motion to discuss a reserve fund plan by Kaitlyn

2. **Reserve Fund Financial Plan - \$15,500**

Mike Motions to keep \$5,000 of the reserve to go towards a credit card, if it approved by the bank & City of Windsor
Seconded by Lauren
All in Favour: Yes
Opposed: 0

Marina motions to table the conversation about the financial plan to the October Board Meeting for better understanding of the 2023 spending and carry over.

Second by: Shane
All in Favour: Yes
Opposed: 0

Mike motions to approve the spending for the purchase of two sheds for the BIA to go on Kyle McDonalds lot 1036-1038 Drouillard Rd.

Second by: Lauren
All in Favour: Yes
Opposed: 0

Meeting adjourned at (6:33pm)

Next meeting will be on June 12th at 5:30 as an in-person meeting at CO: Workshare (1000 Drouillard Rd. Upper)