



**Ford City Business Improvement Association**  
**Board of Directors Meeting Minutes**

**When: Monday, February 12, 2024 at 5:30pm**

**Location: CO: Workshare (1000 Drouillard Rd. Upper)**

*Called to Attendance:*

**Kaitlyn Karns, Executive Director of the Ford City BIA**

*Present Board of Directors:*

**Shane Potvin, Nicole Baillargeon, Michael Difazio (online), Dana Horwitz, Marina Maffessanti (online), Lauren Potvin**

*Present Ex Officio Members:* **Kate Gibb**

*Delegates/ Guests:* **N/A**

*Absent:***Ward 5 Councillor, Ed Sleiman, Kate Gibb**

*Topics of Discussion*

**Started at 5:31pm**

**1. Approval of the February 12, 2024 Board Meeting Agenda**

First: Lauren

Second: Nicole

All in Favour: Yes

**2. Approval of the January 15, 2024 Board Meeting Minutes**

First: Dana

Second: Lauren

All in Favour: Yes

\*Edit Dana not in attendance, fix.

**3. Financial Report & Updates from the Executive Director and Treasurer**

a. **Ford City Storage Unit**- Currently at \$173 a month. The storage unit is costing the BIA about 6% of our annual budget. If the biggest things we are storing in there are the Christmas lights, which we got for free, we are now paying for them through the cost of a storage unit.

i. Looking for alternatives and purge the other items in the storage unit. Mike and Shane will be able to store the Christmas lights and Dropped on Drouillard items in the off-season.

ii. Motion to get rid of the storage unit within the next three months:

Nicole

1. Second: Lauren

2. All in Favour: Yes

- b. **KPMG Fee Schedule-** The city has sent the updated fee schedule for KPMG for the upcoming years. Please note that their costs have inflated.
  - c. **Monthly finances Jan 2024-** Low expenses over all, we did receive the remaining 2023 levy amount from the city (\$1,500). February will see some higher payments for our annual bookkeeping & web fees.
- 4. **2024 Dropped on Drouillard Budget**
  - a. A rough budget was created based on 2023's festival numbers. Looking to set a date that we begin to contact sponsors.
    - i. Shane to make sponsor package. Kaitlyn to connect with possible sponsors in early March.
  - b. Reminder that we are increasing the vendor fee from \$100 to \$150 which will slightly help our festival budget.
    - i. As the BIA is growing, we run out of space for vendors. Looking for creative expansions. Shane is playing around with the festival footprint.
- 5. **2024 Dropped on Drouillard Exclusive Vendor Call**
  - a. Thank you to everyone who submitted suggestions. A list of vendors has been created and they will be contacted in the coming week via email to see if they would like to reserve their space. Please note that we will have the vendor pay for their space by the end of the month before the general call goes out.
- 6. **Ford City Flea Updates**
  - As of February 12, 2024 we have 24 applications. Applications will close on February 19<sup>th</sup>.
- 7. **City of Windsor Updates (Shane)**
  - a. Benches & garbage cans
    - i. Shawna Boakes is willing to donate the materials to the BIA and train volunteers to do that ourselves. If we want to get them done by Dropped, then we will have to do it ourselves. We can change the colour from Blue to Black. More to come surrounding logistics.
  - b. Vacant Buildings
    - i. A list of buildings has been created (primarily in the 1000 block) that are currently vacant. Creating an action plan for getting repairs done to these buildings.
    - ii. Shane met with head of planning at the City of Windsor and gave the BIA a "road map" on how to move forward with these properties.
  - c. Traffic Light

- i. Traffic calming is coming this year (2024). Looking to get everyone's thoughts on going through the process of getting a traffic light at Richmond or Whelpton.
  1. Richmond would make more sense especially with Drouillard Place across the street and move the cross walk to Whelpton.

Motion to start the process of asking the City to move the crosswalk at Richmond to Whelpton and add a traffic light at Richmond: Shane  
Second: Marina  
All in Favour: Yes

#### 8. **Windsor-Essex Regional Chamber of Commerce Membership (Shane)**

- i. Met with Matt Doummechel and spoke about getting involved with the Chamber.
- ii. Fee: \$1600/year. Everyone within the BIA gets the perks if the BIA pays the annual fee. Shane to send out the perks and information to the Board of Directors and take this to an email vote or vote at the next meeting.

#### 9. **Additional Comments/ New Business**

- a. **City of Windsor Audit:** Shane and Kaitlyn met with the Auditor hired by the City of Windsor. This process will take a few months, but will keep the board informed of processes and progress as things happen.
- b. **Community Garden Pergola:** Looking at options at getting the deck done of the pergola.
  - i. Looking at \$50 per square foot for pressure treated wood + labour
  - ii. The deck is about 600 sq feat
  - iii. The deck could be half the sq feet from the original drawings (350-400)
  - iv. Low end cost= \$8,000~
  - v. Need a path to the pergola
  - vi. Looking for funds to buy the materials
  - vii. Table to the next meeting—towards the top of agenda

*Meeting Adjourned: 6:40pm*

*Next meeting: March 18th, 2024 at 5:30PM*