

Meeting: Via Italia BIA Board Meeting

Date: November 21, 2023; Location: BIA Office, 836 Erie St.; Time: 7:00 PM

Director Attendees: Franca Conciatori, Treasurer; Mike Vonella Jr, Secretary; Teresa Silvestri, Past President; Tony Conciatori, Director; Graham Marko, Director;

Regrets: Mark McKenzie, Councillor; Filip Rocca, President; Pietro DiPonio, Vice-President; Adriano Ciotoli, Director; Pete Vitti, Director

Members: Leo Silvestri

Minutes Submitted: Mike Vonella and Brandi Myles

Due to President's absence, Directors appoint Mike Vonella, Secretary to chair this meeting.

Call to Order by Mike Vonella

Adoption of the Minutes:

- Moved by Mike, seconded by Tony C
- That the minutes of the meeting of the Via Italia BIA Board of Directors held October 17, 2023 BE ADOPTED as presented
- Carried.

Finance:

- Levy installment continues to be delayed due to miscommunication with bookkeeper and KPMG. Auditors and Nizam Bookkeeping are currently working through it with daily communications and aid through the BIA. BIA treasurer, president, past president and coordinator will continue to help daily where possible. KPMG is working to get the audit done asap.
- Franca presents outline of proposed 2024 budget. Discussion regarding draft. Motion to accept the draft and to present it at the AGM by Teresa S. Unanimous.

Events & Marketing:

Networking Evening/Member Mixer:

- Brandi notes that the Member Mixer evening held at Verna-Q-Lar/Aloe Lounge was a success to be built upon. Approximately 20 people attending with many others who were unable to attend expressing interest for any upcoming nights. Those who attended were pleased and met other Via Italia business owners and staff that they wouldn't have otherwise.

Report on Holiday Décor Subsidy Program

- Businesses are signing up for the subsidy program with few slots left. Brandi has been in contact with member businesses and they will be reimbursed in January. If there are slots left to fill,

Beautification:

Christmas Décor:

- CLSS is waiting on a cable for the overhead banner prior to beginning décor installation. Brandi has been messaging the city to find the cable and they haven't responded to emails or phone calls. Brandi to continue to message Will or ask Fil to see about a cable. Additional lights have been purchased at CLSS's request from Canadian Tire for the Christmas tree, and they are requesting more lights for the four corners. Fil to pick up the lights tomorrow for the four corners and deliver them to CLSS. Mike asks Brandi to ask Lou what kind of cable is needed and how many feet.
- Discussion on possibility of new lighting installation at the roundabout and that the city has yet to return any emails regarding it. To be followed up for next year with messaging and inquiries to start in September.

Trees:

- Discussion on why some trees are unlit and what it will take to get them all working. Deferred until Filip can update.

Safety:

GFCI's/Poles

- Bre&El has been paid half of a work order and questions arise regarding next steps. Deferred until Filip can update.

Open Discussion/New Business:

Garbage Bins & Benches:

- Brandi notes she had a meeting with Anne-Marie Albidone from Environmental Services. City is negotiating a new recycling contract. City will need all commercial properties on a list including vacant lots. Brandi to walk through and submit the list by end of week. City will be rolling out new garbage containers in the next few years, but until then the BIA can buy bins and benches from a catalogue approved by the city. Brandi received catalogue info from Ottawa Street BIA who just installed new ones.
- Discussion regarding construction on Elsmere and parking.
- Discussion regarding drug use in construction port-a-potties and vacant areas.
- Discussion regarding cut grounds from poles. Mike notes that roughly 12' are cut per poles in order to sell them. Teresa notes that Beautiful Images has had their wires cut twice with the last hitting a gas line and that they have to pay to replace it each time. Brandi has messaged Barry H to do a walkabout within the next while to see how BIA can increase safety measures. Brandi has also messaged Councillor McKenzie regarding a Via Italia "Coffee With A Cop." Brandi to mention the outstanding issues to both.
- Mike mentions the idea of a camera subsidy would help BIA businesses in the new year.
- Leo S. notes that the neighbour to the garden would like an overgrown sucker cut down. Brandi to let Fil know and he and property owner can coordinate a date for removal to keep resident happy.
- Questions on state of fixing mural. Derkz has been out of town and board decided to wait until warmer weather for better adhesion of paint.

Tony C moves to adjourn meeting. Unanimous.

End of Meeting

APPENDIX B

ERIE ST/VIA ITALIA BIA

	2022	2023	2023	2024
	Approved Budget	Approved Budget	Projected Actual	Proposed Budget
REVENUE				
BIA Levy	\$ 125,000	\$ 125,000		\$ 125,000
<u>Government Grants</u>				
Federal or Provincial				
Municipal				
<u>Other Revenue</u>				
Donations				
Sponsorships				
Promotions & Events Revenue				
TOTAL REVENUE	\$ 125,000	\$ 125,000	\$ -	\$ 125,000
EXPENDITURES (includes non-recoverable HST)				
Total Administrative	\$ 37,350	\$ 46,200	\$ -	\$ 49,136
Total Capital	\$ 31,400	\$ 23,000	\$ -	\$ 13,564
Total Marketing	\$ 56,250	\$ 55,800	\$ -	\$ 62,300
TOTAL EXPENDITURES	\$ 125,000	\$ 125,000	\$ -	\$ 125,000
Surplus/Deficit	\$ -	\$ -	\$ -	\$ -

ACCUMULATED SURPLUS/(DEFICIT)

Beginning Balance				\$ -
Use of Reserve				\$ -
Addition to Reserve				
Ending Balance			\$ -	\$ -

BUDGET DECLARATION TO BE SIGNED AFTER AGM

Board of Management Approval			General Membership Approval		
Date	Month	Year	Date	Month	Year
Signature of Chair		Date	Signature of Treasurer		Date
<i>If budget is prepared by someone other than the Treasurer, please provide the name of the contact person below.:</i>					
Name:	Phone Number:	Phone Number:	Email Address:		

APPENDIX B (CONT'D)

ERIE ST/VIA ITALIA BIA		2022	2023	2023	2024
Capital Expenses		Approved Budget	Approved Budget	Projected Actual	Proposed Budget
Capital					
(Only include BIA portion of any cost-share initiatives)	City of Windsor Loan Repayment				
	Street Furniture				
	Benches				
	Alley Enhancements				
	Signage	500	500		200
	Decorative Lighting				
	Decorations-Seasonal	5,000	10,000		5,000
	Decorations-Other	1,000			1,000
	Banners	500	5,000		2,500
	Murals				
	Planters	2,000	2,000		1,500
	Hanging Baskets				
	Signage				
	Technical/Professional Services				
	PLEASE SPECIFY				
Street Safety Project	20,000	4,000		1,864	
General Maintenance					
	Flowers/Plants/Trees	1,000			
	Snow Removal				
	Decorations				
	Hydro				
	Graffiti Removal				
	Power Washing				
	Needle Collection				
	Street Cleaning				
	Broken Windows				
	Cleanup - Other (please specify)				
	Miscellaneous Repairs				
	Permit Fees	1,400	1,500		1,500
	Security				
	Total Capital Expenses	\$31,400	\$23,000	\$0	\$13,564

APPENDIX B (CONT'D)

ERIE ST/VIA ITALIA BIA		2022	2023	2023	2024
Communications/Marketing/Promotions & Events		Approved Budget	Approved Budget	Projected Actual	Proposed Budget
Communications					
	Memberships	150	150		1,000
	Subscriptions				
	Professional Development				
	Travel				
	General Meeting Expense				
	Board/Committee Meeting Expense				
	Budget Meeting Expense				
	Conference Expense				
	Internet/Website	1,100	1,150		1,500
	Member Services (Parking Tokens)				
	Public Relations/Liaison				
Advertising and Marketing					
	Advertising	10,000	10,000		10,000
	Printing – (Flyers, Brochures, etc...)	500	500		800
	Marketing Design				
	Branding				
	Retail Recruitment				
	Social Media				
	Signage				
	Sponsorships				
	Newsletter	500			
	Website Development/Maintenance				
	Wi-Fi				
Promotions & Events					
	Canada Day				
	Christmas				
	Easter				
	Spring Event (Please specify)				
	Summer Event (Please specify)	30,000	30,000		35,000
	Street Closures/ Carrousel				
	Fall Event (Please specify)	10,000	10,000		10,000
	VIBRA Bike Races/ Street Closure				
	Winter Event (Please specify)	4,000	4,000		4,000
	New Event				
	Sidewalk Sale				
	Signature Event 1 (complete tab)				
	Signature Event 2 (complete tab)				
	Events PLEASE SPECIFY				
Total		\$56,250	\$55,800	\$0	\$62,300

APPENDIX B (CONT'D)

ERIE ST/VIA ITALIA BIA		2022	2023	2023	2024
Signature Event 1 - Supporting Information		Approved Budget	Approved Budget	Projected Actual	Proposed Budget
Event Name: Carrousel of Nations/ Italian Village					
Event Dates: June 2024					
Revenues					
Must be shown on Cover Page	BIA Contribution	30,000	30,000		35,000
	Federal/Provincial Grant				
	Municipal Grant				
	Donations				
	Sponsorships				
	Festival Revenue				
Total Revenues		30,000	30,000	0	35,000
Expenditures					
	Consultants				
	Entertainers	10,000	10,000		15,000
	Fees - EMS				
	Fees - Police	2,000	2,000		2,000
	Permits	2,000	2,000		2,000
	Signage	500	500		500
	Barricades	600	400		400
	Advertising/Promotion	1,500	1,500		1,400
	Waste Handling/Removal	600	700		700
	Porto-potties				
	Staging	4,000	4,400		4,500
	Security	4,000	4,000		4,000
	Staff to Guard all barricades	4,000	3,500		3,500
	Equipment Rentals (generators etc.)	800	1,000		1,000
Total Expenditures		30,000	30,000	0	35,000
Notes: Please provide description of the event					

APPENDIX B (CONT'D)

ERIE ST/VIA ITALIA BIA		2022	2023	2023	2024
Signature Event 2 - Supporting Information		Approved Budget	Approved Budget	Projected Actual	Proposed Budget
Event Name: Tour di Via Italia Bike Race					
Event Dates:					
Revenues					
Must be shown on Cover Page	BIA Contribution	10,000	10,000		10,000
	Federal/Provincial Grant				
	Municipal Grant				
	Donations				
	Sponsorships				
	Festival Revenue				
Total Revenues		10,000	10,000	0	10,000
Expenditures					
	Consultants				
	Entertainers				
	Fees - EMS		1,500		1,500
	Fees - Police	5,000	3,500		3,500
	Permits	3,000	2,000		2,000
	Signage				
	Barricades		1,500		1,500
	Advertising/Promotion	2,000	1,500		1,500
	Waste Handling/Removal				
	Porto-potties				
	Staging				
	Security				
	Staff to Guard all barricades				
	Equipment Rentals (generators etc.)				
Total Expenditures		10,000	10,000	0	10,000
Notes: Please provide description of the event					

APPENDIX B (CONT'D)
ERIE ST/VIA ITALIA BIA
Commentary - 2023 Actual Expenditures

Explanation of Significant Variances (2023 Projected Actual vs. 2023 Approved Budget):

SUMMARY

(Include 2023 accomplishments; also indicate what was not accomplished in 2023 and why)

1. 2023 Accomplishments

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Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

--

Variance #DIV/0!

3. Promotions, Events & Other Revenues

--

Variance #DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

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Variance -100%

5. Capital & General Maintenance

--

Variance -100%

7. Communications, Marketing, Promotions & Events

--

Variance -100%

8. Harmonized Sales Tax (HST) Rebates

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Mandatory

APPENDIX B (CONT'D)
ERIE ST/VIA ITALIA BIA
Commentary - 2024 Proposed Budget

Explanation of Significant Variances (2024 Proposed Budget vs. 2023 Approved Budget):

SUMMARY

(Include any other pertinent information)

1. 2024 Goals and Objectives

--

Mandatory

REVENUES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each section below

2. Grants, Donations & Sponsorships

--

Variance #DIV/0!

3. Promotions, Events & Other Revenues

--

Variance #DIV/0!

EXPENDITURES

Provide explanations for significant variances only, i.e. plus or minus 10% variance for each category below

4. Administration

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Variance 6%

5. Capital & General Maintenance

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Variance -41%

7. Communications, Marketing, Promotions & Events

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Variance 12%
