

MINUTES OF THE UBIA BOARD MEETING

June 17, 2015 at 9am @ Blacksmiths Bistro – 166 Main Street, Unionville

PRESENT: Sarah Iles, Elisabeth Mensher, Tony Lamanna, Ryan McLachlan, Larry Mariani, Rob Kadlovski, Regional Councillor Jim Jones, Councillor Don Hamilton, Parveen Jhingan, Simin Jahedi

UBIA Members Present: Sharon Taylor-Wood, Ray Smylie, Zoran Konevic

GUESTS: Wes Rowe

REGRETS: Stacey Sniderman

Staff: Kendra

QUORUM: Yes

1. Meeting called to order at 9:11am with Elisabeth Mensher as Chair. Elisabeth welcomed everyone to the meeting and distributed information for those present, including the Agenda, CCT breakdown of what had just been approved from CCT, and positive notes of UBIA progress in 2015.

2. **Approval of the Agenda.**

Rob Kadlovski motioned that because some documents were handed out at the meeting, and because minutes from the last meeting were not available, the meeting could not proceed. No one seemed aware of this rule. It was noted that, over the past few years, it was common practice to hold UBIA meetings with no minutes present, and that none of those meetings were cancelled.

The Chair, Elisabeth Mensher, noted that there were many urgent and pressing issues that needed immediate attention that had to take priority, and that some important information was just obtained as late as yesterday, despite attempts to acquire the information sooner. The Chair also pointed out that the meeting could continue because there was quorum. The Chair noted the absence of the Secretary and assured that the minutes would be available for the next meeting.

The motion was not accepted nor seconded.

The Chair ruled that the meeting would continue.

Motion to approve the Agenda and continue meeting.

Moved by Sarah Iles.

Seconded by Ryan McLachlan.

MOTION CARRIED.

3. **Approval of March 18th Meeting Minutes**

Deferred to next meeting. The Secretary was not present and was not able to provide the minutes.

4. **2015 Budget & Finances**

Chair Elisabeth Mensher explained the UBIA financials were just received from the city and that it was not possible to give an accurate picture because of the newly discovered surprising, unknown and unexpected expenditures (listed at \$22 413.21), almost all from 2014 fiscal year.

Rob Kadlovski stated that these are not new expenses because they were from 2014, therefore they are not coming out of the 2015 budget.

Chair Elisabeth stated that they were 2014 expenditures and they should have been taken out of the 2014 budget, and not the 2015 budget. The Chair noted that none of these 2014 expenses were accrued by the previous Board nor the previous Executive Director. These 2014 expenses will now have to now come out of the 2015 budget as new unforeseen expenses.

UBIA intern, Kendra asked about her pay. Chair Elisabeth stated that she was surprisingly advised by the City of Markham that they were not provided with any documentation yet from the UBIA. The City had made inquiries of the previous Executive Director, but no answers nor documentation was given. Sara Iles stated that she had spoken to the previous Executive Director and was informed the pay would go through July 3rd. Follow up with HR at the city was requested.

Chair Elisabeth Mensher introduced the concept of a "Unionville Sponsorship Program" as an idea, and, if approved by the Board then the UBIA could move forward to plan and prepare a program with sponsorship packages being presented to companies and organizations.

Motion to look at a sponsorship program.

Moved by Parveen Jhingan.

Seconded by Tony Lamanna.

MOTION CARRIED.

5. Central Counties Grant: Upcoming Events.

Chair Elisabeth Mensher explained how the CCT grant was approved and how it must be spent, as per CCT, with information just received yesterday from CCT. The events listing and expenditures were approved by the Board at the two April meetings. This is part of the CCT grant that we see happening on Main Street and received extra grant funding.

Ryan McLachlan asked about the roles of the UBIA and who had the final decision in spending the marketing budget. He asked why, as Chair of the Marketing Committee, he was denied funding for video equipment for the UBIA as he feels it would benefit the UBIA.

The Executive and the Board did not want to spend the marketing money that way. Elisabeth Mensher pointed out the website is an urgent problem that should be top priority.

The Chair asked the marketing Committee Chair to give a quick update on what it had accomplished in the last month. No report was given to the Board.

The Chair Elisabeth Mensher noted that the Committee should get Board approval for expenditures over \$1000.

It was also noted that all UBIA and UBIA Committee meetings must be made public and the meetings must be open with notice given to all.

Rob Kadlovski stated that the Municipal Act states the only job of the UBIA Chair is to facilitate meetings.

Chair Elisabeth Mensher pointed out that this is incorrect. The Chair noted that the Chair certainly does much more than this, as can be seen by the countless hours of work she does. Further, the UBIA Executive signing officers have a fiduciary duty to ensure the money is spent properly, especially when they are signing for the CCT grant and dealing with the Markham Finance Department.

Chair Elisabeth tried to explain how the CCT grant budget works and that signing officers Parveen, Tony, and herself tried to reformat the application to include budget for marketing and increase music on the street. But changes were not possible because the previous Executive Director submitted the application without such changes, thus leaving out money for the Marketing Committee. Now the money has to be spent as CCT approved by the application submitted.

Chair Elisabeth Mensher advised Rob Kadlovski several times that because he sits on the CCT Board, he must refrain from making any speaking or voting on this Agenda item because it is a conflict of interest. Rob Kadlovski continued to speak.

Rob Kadlovski suggested that Ryan McLachlan could contact his person at CCT to have the grant changed. Rob Kadlovski gave Ryan McLachlan a contact number from the CCT in order to inquire about changing the budget allocation in order to include money for marketing.

Chair Elisabeth Mensher advised that it could not be changed and we needed to quickly move forward with the grant approval because of the immediate deadline of acceptance and payment, as well as with the season upon us and moving along.

Board decided to wait until Ryan McLachlan contact Rob Kadlovski's contact at CCT to request the suggested change.

Jazz Festival – Chair Elisabeth Mensher reported that the Jazz Festival requested \$3000 from the UBIA. Sarah Iles asked what the UBIA gets in return for the \$3000 sponsorship.

Chair Elisabeth Mensher noted in her discussions with the Jazz Festival that the UBIA wanted music on the street, to include the Mill area, all weekend long; as well as bands the UBIA wanted. The Jazz Festival also wanted an additional \$750 on top of the \$3000 for a ½ page ad.

Motion the UBIA sponsorship must get something in return in order for UBIA to give the Jazz Festival \$3000.

Moved by Sarah Iles.

Seconded by Parveen Jhingan.

MOTION CARRIED.

6. Main Street Unionville Positive Changes

Not discussed because of time. Information sheet distributed.

7. Public Washroom

Chair Elisabeth Mensher noted she was advised there was money in the 2015 City of Markham budget for new public washrooms on Main Street, and that a Committee was to be set up with the help of Wes Rowe. Wes Rowe asked his to speak on the matter.

Wes Rowe advised that he was present at the budget meeting in the spring and where it was confirmed that there was to be a Committee set up the funding was in place. He was concerned that, at the budget meeting, Councillor Hamilton stated that he had no interest in this issue.

Regional Councillor Jim Jones contacted someone at the City during the meeting and advised that there was no longer any money in the budget and that the money spent on the the Stiver Mill, and that, no actual request from the Unionville Councillors was made for washrooms on Main Street Unionville in the 2015 City budget.

There was concern that this issue has been ongoing for over a decade and a resolution with washrooms in place was desired by the community in a location on Main Street, possibly at the Bandstand or somewhere in the BIA. They should be installed as soon as possible.

It was requested that Councillor Hamilton request this in the 2016 City Budget.

Councillor Hamilton will follow up and report back.

8. Parking on the Street

Not discussed because of time. Information sheet distributed.

9. Roles of UBIA Board Members, UBIA Committee Meetings

Discussed above.

10. PamAm Shuttle

Larry Mariani to follow up for July 10-26 shuttle.

11. 1st Annual Unionville Golf Tournament

Larry Mariani organizing and will advise UBIA.

12. Torch Relay

Details distributed and outlined at meeting.

13. Marketing Committee Update

No update presented, no report of activity.

14. New Businesses on Main Street – Crepe & Ice Cream

Crepes Shop - 157 Main Street

Ice Cream Shop - 147A Main Street

15. Markham Jazz Festival August 13 – 16, 2015

Discussed above with CCT grant events.

16. UBIA Meeting date & time – 3rd Wednesday @ 6pm

Not discussed because of time.

17. New Business

Deferred because of time.

18. Next Meeting: Wednesday, July 15th.

Motion to adjourn.

Moved by Tony Lamana.

MOTION CARRIED.

Meeting adjourned at 11:36am.