



**Ford City Business Improvement Association
Annual General Meeting (AGM) Meeting Minutes**

When: Wednesday, November 22, 2023 at 6PM

Location: Pressure Drop – 1055 Drouillard Rd. Windsor, ON

Called to Attendance:

Kaitlyn Karns, Executive Director of the Ford City BIA

Appointed Board of Directors as of April 25, 2023:

Shane Potvin, Nicole Baillargeon, Michael Difazio, Marina Maffessanti, Lauren Potvin

Appointed Board of Directors Not present: **Dana Horwitz & Ward 5 Councillor, Ed Sleiman**

Delegates/ Guests: **Ford City BIA Membership --- Lori Kimberly, Paul Kimberly, Sinisa, Euro Motors, Michael Webber, Sevasti Safas, Nick Safas**

Topics of Discussion

1. **Approval of the November, 2023 Annual General Meeting Agenda**
 - a. **Motion for approval: Lauren Potvin**
 - b. **Second: Mike Difazio**
 - c. **All in favour?: Yes**

2. **Approval of the October 16th, 2023 Board Meeting Minutes**
 - a. **Motion for approval: Marina Maffessanti**
 - b. **Second: Lauren Potvin**
 - c. **All in favour?:Yes**

3. **Approval of the January 2023, AGM (for 2022) Minutes**
 - a. **Motion for approval: Mike Difazio**
 - b. **Second: Marina Maffessanti**
 - c. **All in favour?: Yes**

4. **Financial Report – Kaitlyn Karns, ED**
 - a. Overall, it was financially a good year for the BIA. As always, at face value the largest expense was Dropped on Drouillard at \$24,417, but it was also the year with the most sponsorships and income from the Festival at a total of \$15,650. Meaning DOD cost the BIA a grand total of \$8,767 which is a win!
 - b. We invested in two sheds that acted as “LotShops” where we were able to host two, local independent makers for the summer and early fall seasons. This program will continue in 2024. The sheds cost approximately \$11,000 and in 2024 our goal is to start to recoup some of the startup costs of the sheds.

- c. Leading to line #5, we received a clean audit back from KPMG and will continue to work with MJB Bookkeeping and KPMG in 2024 to keep the Ford City finances on track and transparent.
- d. To Date our expenses are averaging around \$56,000 and our revenues are sitting around \$53,000. There are a few more, minor expenses until the end of year that will need to be paid such as staffing, the permit for the holiday decorations, the AGM costs and storage. Likely another \$5000.

5. Approval of the 2022 Auditor's Financial Report

- a. **Motion: Mike Difazio**
- b. **Second: Lauren Potvin**
- c. **All in Favour?: Yes**

6. Approval of the 2024 Budget

- a. **Motion: Marina Maffessanti**
- b. **Second: Lauren Potvin**
- c. **All in Favour? – Yes**

7. BIA Levy

- a. A conversation of increasing the annual levy from \$400 a year to \$600 a year per property OR going to percentage-based levy.
- b. This is not being voted on at the AGM as the BIA needs to follow the City of Windsor's protocols to go through the motions.
- c. Suggestions/ Comments
 - i. How can the BIA get more money to continue to invest into the businesses?
 - ii. General question at the face value: Do you want your levy go up?
 - iii. Percentage-based .05% would keep us at the current levy amount now. .06-.07% would bring the BIA over the current levy amount.
 - iv. Kaitlyn to share the calculations with the options.
 - v. Benefit to the neighborhood versus benefit to the property owner
 - vi. Keeping the flat fee and then in 5~ years time move to the percentage based
 - vii. This will go to the board in January 2024 for a vote and then to the City with that decision

8. 2023 Highlights & 2024 Goals

This year we welcomed a new board, new businesses and new growth. Thank you to the new Board of Directors, to Shane for his leadership, Lauren for taking over the social media and running the Community Garden, and to everyone in the neighbourhood for their never-ending efforts to make Ford City the place to be. In

2024 it is our goal to support more events throughout the year to bring the community to Ford City even in the off-season to support our businesses. Thank you to Pressure Drop for hosting and Sawyers Craft BBQ for catering the AGM.

Meeting Completed at 7:45PM.