



Ford City Business Improvement Association
Board of Directors Meeting Agenda

When: Monday, March 10, 2025 at 5:30pm

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

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, Dana Horwitz, Lauren Potvin, Thad Renaud, Anna Eschuk

Topics of Discussion

1. **Approval of the March 10, 2025 Board Meeting Agenda**
 - a. **First:** Lauren
 - b. **Second:** Thad
 - c. **All in Favour:** Yes

2. **Approval of the Jan 13, 2025 Board Meeting Minutes**
 - a. *** February 10th meeting was cancelled due to no quorum.**
 - b. **First:** Thad
 - c. **Second:** Dana
 - d. **All in Favour:** Yes

3. **Financial Report & Updates from the Executive Director and Treasurer**
 - a. **General / Bookkeeping**
 - i. 2024 books and KPMG audit are both done which were the largest expenses of February 2025.
 - b. **WFCU Credit Card-** We have a credit card! \$2,000 limit.
 - c. **Results from City Council meeting. Plan to use reserve funds.**
 - i. Ideas: Newsletter/ marketing, moving the sheds, bike racks, an additional shed. Nicole's idea: Micro grants for placemaking and art activation.
 - ii. Kaitlyn to draft a plan to send to the board for approval before sending to the city.

4. **General Updates + Housekeeping**
 - a. **Bike Racks**
 - i. The 2 post and ring bike racks have been ordered. There will be a spring install and we are waiting on confirmation on the 5-ring, but this is in motion and we should have all new bike parking for the spring.
 - b. **Parking**

- i. The sticker has been added down by Water's Edge and now you can park on the left side of the road. This took over a year to get this fixed, but it is done.
 - ii. Shane and Kaitlyn are still working on the additional parking spots down by Gino Marcus and the accessible parking spots near Cookie Bar.
 - iii. The bollards are scheduled to be reinstalled the first week of April.
- c. **Sheds**
 - i. Kaitlyn and Shane met with Michelle from the City of Windsor to see if it is possible to put the sheds in the parkette. However, the parkette is not our ideal spot. Clark's lot is also an option (next to Bad Girl Hair), but they have started the process of getting a permit for this lot. However, in the meantime, they are ok with us using the lot. Realistically, we are not able to provide power no matter where we move the sheds.
 - ii. Kaitlyn to check-in with the applicants to see if they are still interested and apologize for the delay. The BIA could buy two electric generators to connect to the sheds.
- d. **UWindsor Law Conference-** No need to go beyond the gallery exhibition.
- e. **Audit Update-** Compliance based, training from the City to come in the next year. The audit for the most part is complete. Shane and Kaitlyn are going to go over the audit line by line and make any edit suggestions.
- f. **Newsletter-** The first draft is ready to go and we have been chatting with Standard Printing on getting it officially printed. The board agrees to print 500 since this is a quarterly issue.

5. 2025 Events next steps/ updates

- a. **Ford City Flea April 2025**
 - i. Street Closure is approved. Kaitlyn will inform the businesses of the closure this week.
 - ii. Music is booked for the event.
 - iii. 1700 people are interested in the event on Facebook. This is more than double of the amount of interest from last year.
- b. **Dropped on Drouillard**
 - i. Vendor call closes March 16
 - ii. Capital Power has come in as our first sponsor at \$4,000
 - iii. Plump auto will be running the car show this year and Motosocial will also be involved this year.

6. Additional Comments/ New Business

- a. **Nuts 4 Dates-** The BIA has a new tenant, Nuts 4 Dates! We will keep everyone updated on their opening timeline/ schedule, but they are very excited to be joining the neighbourhood.

- b. Merch Runners Building is sold. 10 offers total, but we do not know who bought it.
- c. **Circuit** (old Pressure Drop) gets possession on March 17.

Next meeting: April 14, 2025 at 5:30PM