



Meeting Minutes

Annual General Meeting (AGM)
Transcona Business Improvement Zone (BIZ)
Wednesday, November 18, 2020
Virtual - Google Meets

1. Call to Order

Board President and meeting Chair; Brent Thomas called the meeting to order at 5:33pm

2. Welcome & Introductions

Brent Thomas opened with a land acknowledgement and noted that due to safety concerns surrounding the COVID-19 pandemic, the board hosted the AGM on a virtual platform. Movers and seconders for the various motions were established ahead of time to ensure meeting continuity. Brent introduced the Board of Directors, BIZ Staff, and Guest attendees present at the meeting:

Directors:

- President & Chairperson: Brent Thomas, Casera Credit Union
- Vice President: Keith Cruise, Bond Printing
- Treasurer: Jeff Klause, Little Bones Wings
- Secretary: Shawn Nason, City of Winnipeg Councillor
- Director: Tom Oakley, Oakley Alarms
- Director: Robert Juniper, RJ Accounting
- Director: Rob Geswin, Wyatt Dowling Insurance
- Director: Robert Francis, Prana Medical Centre
- Director: Sarah Wilson, New Flyer Industries

Staff:

- Executive Director: Leila Dance
- Events Coordinator: Paul Hodgert (Paternity leave)
- Office Coordinator: Gemma Chaudhuri

Guests:

- Brian Zadro; Structural Composite Technologies, Daniel Blaikie; MP for Elmwood-Transcona, Derrick Vandell; Exchange Group, Jack Moore; President of Transcona Museum, James Teitsma; MLA for Radisson, Martin Pasieczka, City of Winnipeg, Michael Pester; Royal George Hotel, Nello Altomare; MLA for Transcona

Absent with Regrets: Sheilagh Ball; Ball Insurance Agency, Manijha Noordrat; Rising Phoenix Hair Salon

Brent stated that the primary purpose for the meeting was to review the audited financial statements, appoint the auditor for 2020, approve the budget for 2021, and elect 2021 Board Members. Notice of the BIZ AGM was sent out via mail on October 28, 2020 which is in accordance with BIZ By-Laws.

MOTION: To approve Gemma Chaudhuri as the recording secretary for the Transcona BIZ's November 18, 2020 Annual General Meeting.

MOVED BY: Brian Zadro

SECONDED BY: Jack Moore

MOTION CARRIED

MOTION: To approve the Transcona BIZ's agenda for the 2020 Annual General Meeting.

MOVED BY: Rob Geswin

SECONDED BY: Robert Francis

MOTION CARRIED

3. Minutes of 2019 Annual General Meeting

MOTION: To approve the minutes from the Transcona BIZ's November 13, 2019 Annual General Meeting.

MOVED BY: Keith Cruise

SECONDED BY: Jeff Klause

MOTION CARRIED

4. 2019 Audited Financial Statements

Brent called upon Derrick Vandel from the Exchange Group Chartered Accountants to present the 2019 audited financial statements.

Derrick said that the 2019 audit was a clean opinion with no errors, that the statements present fairly the financial position of the BIZ. Derrick went on to highlight key points from the statements:

- A surplus of \$13,550 in 2019 was mainly due to the levy revenue increase
- Statement of Cash Flows indicates \$161,142 cash at end of 2019
- Net assets total \$637,992 accumulated since the BIZ was first established

MOTION: To accept the audited 2019 Financial Statements as presented by Derrick Vandel from the Exchange Group

MOVED BY: Robert Juniper

SECONDED BY: Brian Zadro

MOTION CARRIED

5. Appointment of Auditor for 2020

MOTION: To approve the Exchange Group as the 2021 Auditors for the 2020 fiscal year (January 1, 2020 – December 31, 2020)

MOVED BY: Robert Juniper

SECONDED BY: Keith Cruise

MOTION CARRIED

6. 2020 Year in Review

Brent Thomas began by acknowledging the impact that the pandemic has had on Canadian businesses. Declines in revenue, lockdowns, job losses, and financial hardships have been met with Government relief programs for both businesses and individuals. Although Canada has faced its deepest modern-day recession in 2020, the economy is showing signs of improvement. Uncertainty surrounds the second wave of the pandemic; however, Downtowns have an advantage over malls as they are local, community-based, and more adaptable to change. Brent extended his thanks to Manitoba's healthcare workers, first responders, and essential services.

Board Changes:

After serving four years as a Director, JP Pettelier left the Board due to work commitments. We thank JP Pettelier for his contribution to our board. In place of JP, Sarah Wilson from New Flyer Industries was recently appointed to the board on an interim basis and is included on the proposed slate of candidates for 2021.

Staff Changes:

After an extensive search in late 2019, the BIZ hired Leila Dance as the new Executive Director. Leila commenced her tenure in January 2020 and has proven herself an asset to the team.

Future Plans:

The Board is working on a new strategic plan for the long-term direction of the BIZ, with the development of mission, vision, and core value statements, and the intention of receiving input from members. The formalizing of board policies in 2020 will help to strengthen governance framework and assist the board and Executive Director in the decision-making process. The board will continue to explore a report on the Downtown Economic Development Plan in 2021.

The board works on behalf of its members and usually meets monthly to oversee operations. Members pay a levy to the BIZ to fund the programs and services offered by the BIZ to enhance our area and help our businesses thrive. The budget is set by the board and approved both by BIZ members at the Annual General Meeting, and by the City of Winnipeg Council Members. The levy dollars are collected by the City of Winnipeg and transferred to the BIZ in three annual installments each year. The BIZ staff and board remain focused on our mandate:

- To promote, maintain, improve, and beautify the BIZ zone
- To undertake and promote economic development
- To attract and encourage the development of new businesses in the zone

Leila Dance presented a PowerPoint overview of the year's activities and accomplishments:

- The BIZ welcomed 9 new business members to the zone in 2020
- The BIZ had a Green Team comprised of seven seasonal staff and one graffiti coordinator over the summer, with funding granted through the Canada Summer Jobs and Green Team Program
- Summer beautification included 88 planters and 57 hanging baskets around the zone
- Many BIZ events were cancelled due to COVID-19 however, five Market Garden days were hosted and well-received by the community, with new safety protocols in place
- Annual Community Clean Up went virtual, thanks to event sponsors Shawn Nason and The Chamois Car Wash
- Festival of Banners was coordinated online, 60 banners can be found around the zone
- The BIZ awarded Storefront Improvement Grants to Root 37 Hair Design, Wyatt Dowling Insurance, and Little Bones Wings
- The Rooftop Lighting Program added new lights to 15 member businesses, and repaired existing lights on 9 rooftops
- Transcona Centennial Square updates included Sponsorship wall repairs, replacing the 2013 Walls of Fame Winner's Plaque, moving an electrical panel for better vendor access with a matching Building Sustainable Communities Grant, 18 engraved pavers installed around the New Flyer Peace Fountain, repairs to benches, stage, and bike station
- Anti-Graffiti Program removed 200+ graffiti tags throughout Transcona with funding provided by the City of Winnipeg
- Partnership with RCS Social Media has allowed the BIZ to increase community engagement through online platforms
- 2021 plans include a #ShopLocal campaign featuring new banners and marketing, compiling a Member Benefits Package, adjusting events to comply with COVID-19 guidelines, and additional members joining as part of the Ravenhurst Expansion

7. Program, Plans, and Budget for 2021

Brent called upon Jeff Klause, Treasurer and Leila Dance to present the 2020 budget.

Jeff introduced the new format of the budget package as part of the new reporting system provided by the City of Winnipeg. The BIZ has moved over to the QuickBooks online reporting system for the 2020 fiscal year. The budget presented was approved by the Board of Directors at the October 8th, 2020 Board meeting.

Leila explained that the BIZ is requesting a 2% levy for 2021, down from 2020's 2.51% levy, for a total of \$350,000.00 from the membership. The support of events and grants will allow the BIZ to work within a budget of \$493,360.00. Expenses for 2021 were calculated based on current monthly expenses and ongoing programs such as community events, beautification, and storefront improvement for a total of \$489,764.00. This will leave the BIZ with a surplus of \$3,595.00 for 2021.

Brian Zadro asked how the BIZ would be able to stay within the projected administration budget of \$218,864.48 in 2021, considering that the 2020 budget projections were greater than the 2020 budget. Jeff Klause explained that the initial 2020 budget was not reflective of what was spent. In contrast, the 2021 projections have been made based on the current monthly costs the BIZ has incurred.

James Teitsma asked if there was any risk in the sharp revenue projection of \$143,360.00 for the 2021 budget, considering the effects of the pandemic. Furthermore, James inquired if the \$37,000.00 under Streetscaping was a confirmed source of revenue in the 2021 budget. Leila Dance explained that if events are cancelled the costs incurred and revenue generated would cancel each other out. Leila commented how the budget for 2021 was conservative based on the probability of the pandemic continuing to have an effect in 2021. The Streetscaping funds were awarded to the BIZ in 2020, however will be used in 2021 once inventory is updated to ensure we do not purchase anything we already own.

Brent Thomas voiced his concern over the reduction of revenue for many local businesses resulting in a lower capacity of sponsorship support for BIZ events over the next few years.

MOTION: To approve the Transcona BIZ's 2020 Budget as presented.

MOVED BY: Robert Juniper

SECONDED BY: Jeff Klause

MOTION CARRIED

8. Election of Board Members for 2021

Brent called on Martin Pasieczka, Neighbourhood Economic Development Officer for the City of Winnipeg to conduct the election of directors and present the slate of directors for 2021.

Martin highlighted the fact that the deadline for board nomination submissions was extended from Tuesday November 10, 2020 to Monday November 16, 2020. During this time, two nomination submissions were received. The Transcona BIZ board consists of ten members, one of whom is the Ward Councillor appointed by the City of Winnipeg and the remaining nine are elected by the membership to serve a two-year term, for a maximum of three terms. Of the five 2021 board nominees, Rob Geswin, Robert Juniper and Tom Oakley stood for re-election for another two-year term on the board, and standing for election were Sarah Wilson and Michael Pester, starting their first two-year term.

2021 Board Nominees:

Rob Geswin, Wyatt Dowling Insurance (Term 2)

Robert Juniper, RJ Accounting (Term 2)

Tom Oakley, Oakley Alarms (Term 3)

Sarah Wilson, New Flyer Industries

Michael Pester, Royal George Hotel

Proposed 2021 Board of Directors:
Brent Thomas, Casera Credit Union
Keith Cruise, Bond Printing
Robert Francis, Prana Pharmacy
Rob Geswin, Wyatt Dowling Insurance
Robert Juniper, RJ Accounting
Jeff Klause, Little Bones Wings
Tom Oakley, Oakley Alarms
Sarah Wilson, New Flyer Industries
Michael Pester, Royal George Hotel
Councillor Shawn Nason, City of Winnipeg

Executive Director:
Leila Dance

MOTION: To approve the slate, as presented, of the Transcona BIZ's Board of Directors as proposed for 2021.

MOVED BY: Jeff Klause

SECONDED BY: Keith Cruise

MOTION CARRIED

9. Question Period

Brian Zadro is on the Board of Directors at the Transcona Golf Club and asked if it was possible for the Club to become part of the BIZ. Martin Pasiacka responded that although the Golf Club falls outside the Zone, if it pays taxes to the City of Winnipeg, there might be an opportunity to become a member.

ACTION: Leila Dance to follow up with Brian Zadro about the possibility of the Transcona Golf Club joining the Transcona BIZ as a member.

James Teitsma, Daniel Blaikie, Nello Altomare, and Shawn Nason extended their thanks for being invited to the AGM, acknowledged the hardships faced by all during the pandemic, and offered their ongoing support to the membership.

10. Adjournment

There being no further business, Shawn Nason moved to adjourn the meeting at 6:24pm.

Title: _____

Title: _____

Attachments:

Transcona BIZ board Annual General Meeting AGENDA

2019 Transcona BIZ AGM Minutes

Transcona Business Improvement Zone 2019 FS

2021 Transcona BIZ Budget

2021 Transcona BIZ AGM Slate