

Minutes of the 2016 Annual General Meeting
Wednesday, September 28, 2016
Pink Pearl Chinese Restaurant, 1132 East Hastings Street, Vancouver BC

Date: Wednesday, September 28, 2016

Location: Pink Pearl Chinese Restaurant, 1132 East Hastings Street, BC

Agenda:

- Adopt meeting rules of order
- Adopt Minutes of the 2015 AGM
- Report of the Auditor, consideration of the 2015-2016 Financial Statements
- Appointment of the Auditor for ensuing year
- Year in review
- Adoption of a 7 year renewal period from 2017 to 2024
- Adoption of the 7 year renewal cap of \$7.449 Million
- Adoption of the 2017-2018 Budget
- Election of Directors, two-year term
- Other business, as would be transacted at an annual general meeting
- Adjournment

Present:

- 39 registered voters as attached and 5 proxy
- 8 non-registered members for a total of 52 members represented
- Members and guest total 74

Introduction

Emma Carscadden, Chair of the Board of Directors of the Strathcona Business Improvement Association (SBIA), welcomed members and guests to the 2016 Annual General Meeting. She introduced Graham Phillips (SBIA Parliamentarian, Harrop, Phillips, Powell & Gray) and Peter Vaisbord (Coordinator BIA Program, City of Vancouver) currently not present, but who would be in attendance shortly. She also expressed regret that Marilyn Boyd (SBIA Auditor, Boyd & Company) wasn't able to attend.

Commencement of the Meeting

As SBIA bylaws require at least 15 voting members in attendance to conduct a meeting, Emma Carscadden announced there was quorum in place for the AGM and it was properly constituted for the transaction of business. The meeting was declared to be under the direction of the Chair and governed by the Society's Bylaws and in accordance with the Society Act.

Meeting called to order: 11:14am

Sam Hamilton (Member Services & Administration) was the recording secretary.

Meeting Rules of Order

Emma Carscadden called the members attention to the meeting rules of order that were distributed during registration. She mentioned that the rules were compiled to ensure members are able to equally and fully participate.

Emma asked if there were any questions regarding the meeting rules of order. There were none.

Motion: A motion by Emma Carscadden (Tammy Tsang) to accept the meeting rules of order. This motion passed unanimously.

Minutes of the Last Annual General Meeting

Amanda Dalla Zanna (Treasurer/Secretary) noted that the last Annual General Meeting of the Association was held on September 24, 2015 and that a copy of the minutes was sent in the 2016 AGM package to all SBIA members.

Amanda asked if there were any questions regarding last year's AGM minutes. There were none.

Motion: A motion by Amanda Dalla Zanna (Jayleen Stonehouse) to accept the minutes from the September 24, 2015 AGM. This motion passed unanimously.

Report of the Auditor, Consideration of the 2014-2015 Financial Statements

Amanda Dalla Zanna stated that all members should have received a copy of the audited financial statements in the AGM Package and copies were available at each of their tables. She also mentioned that the Auditor, Marilyn Boyd was unavailable to attend.

Amanda presented an overview of the 2015-2016 SBIA audited financial statements and a message from the auditor.

Amanda asked if there were any questions concerning the 2015-2016 audited financial statements. There were none.

Motion: A motion by Amanda Dalla Zanna (Wayne Nelsen) to accept the 2015-2016 Financial Report. This motion passed unanimously.

Appointment of Auditor for Ensuing Year

Motion: A motion by Amanda Dalla Zanna (Peter Joe) to appoint Boyd & Company, CPA CGA as auditors for the ensuing year. This motion passed unanimously.

Year in Review/Chair's Report

Emma Carscadden remarked that it was a busy year that began with a strategic planning process, which was used to guide the focus of the renewal outreach. She mentioned that the SBIA was governed by a City of Vancouver bylaw that requires us to renew the BIA every 5-7 years and that a significant amount of outreach was done to determine the direction of the SBIA moving forward. She closed her remarks by saying how rewarding it was to take part in a BIA and that there is no better way to get involved in the community.

Report of the Committees:

Community Relations

Colin Stansfield, SBIA Director, presented in place of Wayne Nelsen, CRC Chair. Colin explained that the CRC continues to push forward with graffiti removal and security services and to ensure members needs are being met while providing good value. The CRC is looking to improve upon the SBIA's advocacy and influence and have hired a local government relations firm to strengthen those areas. The committee is going to continue to work on security to make sure we get value and that members staff and customers feel safe and the neighbourhood is stronger by spending money in that fashion. He also mentioned that the committee is a volunteer organization with 6 or 7 voices but that more voices are needed and with diversity more can be achieved and balance social economic sustainability. He encouraged members to reach out and get involved and that the committee would do their best to engage them.

Colin provided program updates.

- Graffiti
 - 1,865 tags removed between April 1, 2015 and March 31, 2016
- 311 reporting
 - 594 calls between April 1, 2015 and March 31, 2016
 - Abandoned garbage – 530 calls
 - Street and public maintenance – 29 calls
 - Graffiti on public spaces – 22 calls
 - Abandoned vehicles – 13 calls
- Street cleaning
 - Coast Mental Health and United We Can provided 2,023 cleaning hours
- Security
 - Patrollers logged almost 5,653 people-hours in the last fiscal year
- Community Relations
 - Held street market forum to help inform members of the move to 501 Powell
- Policy document
 - Released a position paper that outlines the BIA's position on a number of key policy areas pertinent to the business district

Marketing & Communications

Tammy Tsang (Marketing & Communications Committee Chair) began by summarizing the year for the committee with Made In Strathcona Year 2:

Year 2 of Made In Strathcona was launched in Summer 2015

- Held the “Meet the Makers Expo at MakerLabs on June 13
 - Event was sold out with at 450 people with a waiting list and lineup to get in
- Redesigned the madeinstrathcona.com website, more than 13,000 page views from March 13 to June 13; “Listings,” “Make It Here” and “Media” were the top three viewed pages
- 500% growth in Facebook fans
- 31 Media hits
- 17 businesses participated, round table discussion facilitated by Bob Rennie, and an urban design game called PlaytheBLOX
- MIS banners on East Hastings, Clark, Venables, Powell and Cordova
- Estimated 6.7 million impressions

Year 3 of Made In Strathcona:

- Campaign running from August 29 to October 16
- 23 destination pins
- Radio ads with Roundhouse Radio
- Business profiles on Roundhouse Radio and on its website
- MIS banners installed on Powell St. overpass
- Development of a communications plan to separate communications between members and the public
 - Look for an announcement of a Facebook group to provide members an online community
- Completed vision package that will be used to communicate with property owners, business owners, real estate brokers and other key stakeholders on the vision for East Hastings

Tammy then explained that the committee is at the beginning of planning Year 4 of the Made In Strathcona campaign and that the committee meets monthly to work and plan the future of how the public perceives the Strathcona area. She continued the main focus of the committee is perception shifting which will include the Made In Strathcona plan and a public art plan for East Hastings. She also noted we would continue our work in the following areas:

- Sponsorship of key festivals: Powell St. Festival and Eastside Culture Crawl
- Member Resource Workshops
- Host our member networking Holiday Social in December

Tammy closed her remarks by introducing members to the recently launched stathconabia.com website. She mentioned that the new website is member focused, condensed important information with links to Made In Strathcona and has a new member’s directory with a robust search function. She then drew member’s attention to a light blue form on each table and asked them to fill out with the name of their business and five key words to help with the search function optimization on the website.

Sustainability

Emma Carscadden presented in place of Rick Havlak, SBIA Vice-Chair & Sustainability Committee Chair. Emma began with an update on the Resource Park, explaining that an extensive review of the operations was conducted to determine a program that could benefit our members at a lower cost. An outcome of the report was for the Resource Park to be closed. Over the life of the project, the Park helped members divert the following from landfill:

- 4,700 Kg of soft plastics

- 7,623 Kg of mixed containers
- 108,070 Kg of organics

The organics collected from members were then turned into compost that was used for the Hastings Urban Tree Nursery and throughout the community and that the equipment used at the Park was either sold or donated. Emma continued that after the closure of the Park we launched a first of its kind program with Recycling Alternative and Shift Delivery called Recycle In Strathcona in November 2015. She highlighted that the program provides an innovative, cost effective program that offers exclusive rates to SBIA members.

In addition to the launch of the Recycle In Strathcona program she highlighted the following:

- 6th annual e-waste drive
- Enhanced the Hastings Urban Tree Nursery with two more planters and three benches
- Held a bench design workshop

Emma closed her remarks by highlighting the committee's focus moving forward: helping members take steps to implement and adopting best sustainable business practices, transition to a low carbon economy, sustainable transportation advocacy and revamping the Resource Exchange.

Emma thanked the directors for committee reports and then asked if there were any questions. There were none.

Renewal

Emma Carscadden gave a brief overview of renewal and the process associated with it. The current renewal period began in 2010 and ends in 2017. The SBIA has undertaken several activities to develop the plan and funding caps through member engagement. The outreach included a strategic plan for 2017-2024 which was used as a basis for the outreach that consisted of two surveys, an open house, two newsletters and door to door outreach. The major survey saw 95% of members satisfied with the activities of the SBIA but wanted to see further investment in certain areas, which has been reflected in the direction moving forward.

The results from members were used to identify new and expand certain existing programs and to develop the cap and budget. Areas for further investment included: community patrols, more beautification, additional graffiti removal services, removal of debris on private property, strengthen advocacy, more resources for perception shifting, transportation plan and investing more in events.

Emma indicated voting would ensue on the renewal period, cap and 2017/2018 budget. If all three motions were passed, the City of Vancouver would start its process this fall, concluding by spring 2017 at City Council.

Adoption of a 7 year renewal period from 2017 to 2024

Emma Carscadden called for a motion to accept a 7 year renewal period from 2017 to 2024.

Motion: A motion by Toby Barazzuol (Braden Parker) to accept a 7 year renewal period from 2017 to 2024. No questions. This motion passed unanimously.

Adoption of the 7 year renewal cap of \$7.449 Million

Emma Carscadden called for a motion to accept a 7 year renewal cap of \$7.449 Million. Emma clarified that the SBIA can't levy above \$7.449 Million over seven years but could levy less than the proposed cap and that each year there will be a budget presented to members at the AGM.

Motion: A motion by Tammy Tsang (Jason Gilron) to accept a 7 year renewal cap of \$7.449 Million. No questions. This motion passed unanimously.

Adoption of 2017-2018 Budget

Amanda Dalla Zanna presented the 2017 -2018 proposed budget. She explained that this will be the first year of the new seven year renewal term. The budget consisted of \$1500 in investment income and a levy of \$841, 500, resulting in a proposed budget of \$843,000. She continued that the budget has been restructured into the new strategy priorities comprised of: Good Governance accounting for 2.5% of the budget, Local Economic Development accounting for 57% of the budget, Environmental Sustainability accounting for 7% of the budget and Community Development accounting for 1.5% of the budget. She commented that Community Development was low because it will require largely committee time and is more voluntary rather than monetary. The remainder of the budget would be allocated to Payroll accounting for 21% of the budget and Operations accounting for 11% of the budget.

Amanda then put forward a motion to accept the 2017/2018 budget of \$843,000 with a levy of \$841,500.

Motion: A motion by Amanda Dalla Zanna (Peter Joe) to accept 2017/2018 budget of \$843,000 with a levy of \$841,500. No questions. This motion passed unanimously.

Emma Carscadden expressed her thanks and continued supported from the membership. She reminded the members to lookout for the formal City process later this year.

Election of Directors

Emma Carscadden noted that the list of nominees, as accepted by the association's nominating committee, did not exceed the maximum number of seats (10), and therefore, directors were elected by acclamation:

Re-elected directors:

- Emma Carscadden, Carscadden Stokes McDonald Architects
- Tammy Tsang, My Loud Speaker Marketing
- Rick Havlak, Homestead Junction
- Jason Gilron, Pacific Restaurant Supply

Directors up for election:

- Darryl Ray, The Butler Did It Catering
- Anu Kainth, property manager for 395 Alexander & 495 Railway

Emma Carscadden acknowledged Colin Stansfield who is leaving the Board after 4 years. Colin has been instrumental especially moving the Community Relations work forward, namely advocacy and spearheading the creation of our policy position document and as a key resource to funnel community discussions back to the board. Colin will continue as committee member on the Community Relations committee. Emma then thanked Colin and presented him with an award.

Emma then asked Toby Barazzuol to come to front of the room. Toby was Chair of the SBIA for three years and on the Board since 2002. She mentioned that many of the programs offered by the SBIA benefitting members can be attributed to Toby's leadership and direction and these programs have leveraged hundreds of thousands of dollars in external funding. Toby will leave a lasting legacy. Emma then said it was pleasure serving as a Board member under him and thanked him for his dedication.

She then thanked and recognized founding member Wayne Nelsen for his dedication through four renewal terms and continuing work for the SBIA.

Emma finished by thanking the committees and SBIA staff for their hard work and most importantly to the members for providing the SBIA feedback, helping to make this a better neighbourhood and supporting this progressive mandate.

Motion: A motion by Toby Barazzuol (Jayleen Stonehouse) to adjourn the Annual General Meeting for 2016. This motion was unanimously carried.

Adjournment: 11:47am

2016 Voting Members in Attendance

- 1). Amanda Dalla Zanna – Savoury Chef
- 2). Tracey Draper – Enterprising Women Making Art
- 3). Anique Ross – Luppolo Brewing Company
- 4). Anu Kainth – Property Manager – 485 Railway & 305 Alexander
- 5). Braden Parker – Low Tide Properties – 828, 855, 877, 895 E. Hastings, 780, 837, 875 and 882 E. Cordova
- 6). Bruce Carscadden – Carscadden Stokes McDonald Architects
- 7). Chris Ball – Promosa Management
- 8). Christopher Chan – Rangatē North Woodworking Solutions Inc.
- 9). Danielle Jasinski – Yew Woodshop
- 10). David Chew – Property Manager – 325-329 Railway & 266 Raymur

- 11). Denise Brenna – Creative Coworkers
- 12). DJ Lampitt – Neighbourhood Brand
- 13). Don Shafer – Roundhouse Radio
- 14). Flynn Lowry – Junction Creative Solutions Ltd.
- 15). Howard Chui – Label Express
- 16). Jack Lee – 874 E. Hastings
- 17). Jack S Lutsky – 1250 E. Pender
- 18). James Chan – 684 E. Hastings
- 19). Jamie Smith – Vancouver Film School
- 20). Jason Gilron – Pacific Restaurant Supply
- 21). Jayleen Stonehouse – JBA Transfer Corp.
- 22). Jennifer Rossi – Ask For Luigi Restaurant
- 23). Jennifer Watt – 604 Records
- 24). Justin Horn – Paradigm Kitchen Design Ltd.
- 25). Justin Lemire – Grin Technologies Ltd.
- 26). Koman Chow – Koman Construction Ltd.
- 27). Lynn Yang – 872 E. Hastings
- 28). Markus Schinkel – Root 3 Electric Ltd.
- 29). Matt Smedley – Mission Possible
- 30). Mark Shieh – 1172 & 1180 E. Hastings
- 31). Peter Joe – Sunrise Soya Foods
- 32). Ron Fisher – 339, 343, 380, 443 Railway, 708, 825 Powell and 122 Hawks
- 33). Sara Blenkhorn – eatART Foundation
- 34). Shirley Shen – Haeccity Studio Architecture
- 35). Tammy Tsang – My Loud Speaker Marketing
- 36). Toby Barazzuol – Eclipse Awards International
- 37). Wayne Nelsen – Patricia Hotel
- 38). Wendy Atkinson – Pacific Coast Catering group
- 39). Wes Koyanagi – Mikado Enterprises Ltd.

Proxies

- 41). Angela Giannoulis – Primero Cigar Imports
- 42). Rick Havlak – Homestead Junction
- 43). Rod Fong – Wing Wing
- 44). Tracy McCourt – AuTec Extractive Solutions
- 45). Marilyn Thouin – Diverse Group

2016 Non-Voting Members in Attendance

Tobi Reyes – 1030, 1040, 1050, 1060 and 1070 E. Hastings
Ray Leung – 418, 422, 474, 476 and 496 Alexander
William Morse - WestPark
Sophia Liang – Aurora Investments

Colin Stansfield – Trippant Strategic Communications

Douglas Soo – 888 Clark Drive

Kris Rennie – Rennie Marketing

Fred Cordes - 709, 711 Alexander