

# STRATHCONA

## Minutes of the Strathcona Business Improvement Association (SBIA) - Draft 2023 Annual General Meeting

**Date:** Thursday, September 21, 2023

**Location:** Pink Pearl Restaurant, 1132 East Hastings Street

### **Agenda:**

- Call to Order, Welcome, Introductions & Instructions
- Adoption of 2023 AGM Meeting Rules
- Adoption of 2022 AGM Minutes
- Report of the 2022/2023 Audited Financial Statements
- Appointment of Auditor for Ensuing Year
- Strathcona BIA Report: Year in Review & A Look Ahead
- Adoption of the 2024/2025 budget
- Setting Number of Board Seats & Election of Directors
- Adjournment

### **Present:**

- 33 registered voters and 10 registered voters through proxies, representing 77 properties and businesses. Meeting attendance, including guests totaled: 38

### **Commencement of the Meeting**

As SBIA bylaws require at least 15 voting members in accordance to conduct a meeting, Emma Carscadden, SBIA President and Chair of the meeting welcomed everyone to the meeting and announced there was quorum in place for the Annual General Meeting (AGM) and it was properly constituted for the transaction of business.

Meeting minutes were prepared by Jasmeen Dhillon, Raincoast Ventures Ltd.

Meeting called to order: 11:46am

Emma Carscadden acknowledged that Strathcona is on the unceded territory of the Musqueam, Squamish, and Tsleil-Waututh Nations.

Special guests were introduced, including the SBIA Board of Directors, Auditor of the SBIA Financial Statements, City of Vancouver Representative, and SBIA staff.

Emma Carscadden mentioned how voting would work during the AGM. Members received a copy of the AGM package through Canada Post or email 21 days prior to the meeting and all materials could be found on the SBIA website.

### **Meeting Rules of Order**

Emma Carscadden called attention to the meeting rules of order that were displayed on screen.

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

### **It was MOVED (Jason Gilron) and SECONDED (Monica Reyes)**

To adopt the meeting rules of order.

**CARRIED**

### **Minutes of the Last Annual General Meeting & Special General Meeting**

Elijah Fast noted that the last SBIA AGM was held on September 15, 2022. Copies of the minutes were available on the SBIA website and were cited in the AGM package that was sent to all members.

It was also noted that under Roberts Rules of Order, a motion to approve the minutes is not required unless there is a debate about any corrections. There were no corrections to the minutes for the last AGM on September 15, 2022. The minutes were approved.

### **Report of the 2022/2023 Audited Financial Statements**

Emma Carscadden noted that the SBIA Treasurer was not in attendance. It was stated that the 2022-2023 audit was conducted by Tompkins Wozny, CPA and that the audited financials were included in the AGM package. The financials were made available to download on the SBIA website and hardcopies were at the registration table.

Emma Carscadden introduced the Auditor, Erik Allas, partner at Tompkins Wozny, CPA, who presented the Auditor Report on the 2022-2023 audited financial statements. Highlights included:

- Explanation of the role of the Auditor, SBIA management, and the Board of Directors
- The process the Auditor undertakes while conducting the audit
- Overview of the Auditor Report, Statement of Financial Position, Assets and Liabilities, and Statement of Operations
- In the opinion of the independent Auditor, Tompkins Wozny, CPA, the financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2023 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Emma Carscadden thanked the Auditor for the report and asked if there were any questions regarding the 2022-2023 Audited Financials.

Member discussion Included:

- A question was asked inquiring why there were higher legal costs in 2022

- *Response: Last year there was bylaw work that was completed, and legal advice was required.*
- A question was asked inquiring why there were higher accounting and professional fees in 2022.
  - *Response: Last year human resources search was required to fill the Executive Director position, a personnel agency was required and the costs are included in accounting and professional fees.*

**It was MOVED (Kathy Tuulos) and SECONDED (Elijah Fast)**

To receive the 2022-2023 Audited Financial Statements as presented.

**CARRIED**

**Appointment of Auditor for Ensuing Year**

**It was MOVED (Angela Giannoulis) and SECONDED (Elijah Fast)**

To appoint Tompkins Wozny, CPAs as auditors for the ensuing fiscal year.

**CARRIED**

**Strathcona BIA Report: Year in Review & A Look Ahead**

- Emma Carscadden and Vincent Kwan presented the year in review and look ahead. Highlights included:
  - Every 7 years since the SBIA's inception, we go through a renewal planning process. This process provides a much needed time and space to review and think about the opportunities and challenges of our work and set the long term priorities for SBIA to focus on in the following years. The SBIA Board and staff used this process through the past 12 months. Provided SBIA the opportunity to work with SBIA members, to listen and learn from members, and engage with partners.
  - Outreach activities included: 1 Survey, 2 focus groups, Member interviews, 4 member open House, Direct outreach to members, Resulting in an economic vision for the next 7 years
- Safety and Maintenance
  - Cleanliness, Public Safety and Security, and Infrastructure and Beautification
- Improvement
  - Improve capacity to execute safety and maintenance with consistency and scalability
  - Must work with local economic development community partners
  - Work with public safety institution partners
  - Advocate with BIA Partnership and Provincial Network
  - Advocate to and collaborate with City staff and political leadership
- Development
  - Retail spaces and cluster
  - Industrial lands and clusters
  - SBIA Members
- Holistic View on SBIA Key Priorities
  - Improvement, maintenance, and development are all interrelated work

- Looking Ahead
  - Be focused and objective-oriented in program investment and plan around continuity and scalable
  - Be aggressive and consistent in articulating the Strathcona district economic contribution and potential
  - Maintain and develop strategic partners through alignment of interests while maintaining position that allows disagreement, negotiation, and collaboration
  - Plan strategically and holistically across maintenance, development, and improvement
  - Involve SBIA members in development.

**It was MOVED (Duncan Wlodarczak) and SECONDED (Reuben Major)**

To adopt the new seven-year term for SBIA for year 2024 to 2030.

**CARRIED**

**It was MOVED (Ron Zisman) and SECONDED (Elijah Fast)**

To adopt the new seven-year levy ceiling of \$9,273,637.

**CARRIED**

**Adoption of 2024-2025 Budget**

Emma Carscadden asked if there were any questions regarding the 2024/2025 budget as presented in the AGM materials. There were none.

**It was MOVED (Angela Giannoulis) and SECONDED (Dan Turvill)**

To adopt the 2024/2025 budget of \$1,215,390 as presented.

**CARRIED**

**Election of Directors**

The Board is composed of SBIA members, including local property owners and business owners. The Bylaws require that at least one Director be a tenant, and that a majority of Directors be Property Owners. In addition, to be eligible for election, the member must have been in good standing of the society for at least six months prior to the close of nominations.

For 2023-2024, the Board of Directors recommended that the size of the Board be set to 12 directors.

**It was MOVED (Elijah Fast ) and SECONDED (Ron Zisman)**

To set the number of Board of Directors for the 2023-2024 term at 12.

**CARRIED**

As required by the Bylaws, the SBIA put out a call for nominations this past summer. Five nominated directors were incumbents and three nominations for a non-incumbent director were received. The individuals who were nominated in accordance with the Election Guidelines (listed alphabetically by surname) were:

- Diane Chen – New
- Elijah Fast – Incumbent
- Erin Frizzell – New
- Peter Joe – Incumbent
- Kathy Tuulos – Incumbent
- David Vogt – New
- Duncan Wlodarczak – Incumbent
- Ron Zisman – Incumbent.

It was noted that the returning directors (listed alphabetically by surname) are:

- Emma Carscadden
- Joe Chaput
- Anu Kainth
- Monica Reyes

**It was MOVED (Angela Giannoulis)**

To adjourn the 2023 Annual General Meeting.

**CARRIED**

Recognition to Jason Gilron and Monica Reyes for years of service, as departing members.

Meet adjournment: 12:32 PM

**In Attendance:**

Emma Carscadden, Fari Maghami, Dan Turvill, Jatinder Toor, James Chan, Howard Chui, Katie Hart (Varga), Sam Hamilton, Jennifer Watt, Ryan Farrell, Toby Barazzuol, Erin Frizzell, Heather Puttock, Jana Sasaki, Keaton Wong, Chris Ward, Jason Gilron, Kathy Tuulos, Angela Chen, Anu Kainth, Elijah Fast, Reuben Major, Monica Reyes, Kendra Klemke, James Priest, Angela Giannoulis, Markus Schinkel, Steven Fast, Paula Pujate, Duncan Wlodarczak, Peter Joe, Mary Dio Yu Ying, Ling Yang, Diane Chen, Ron Zisman, Greg Leblanc

**Proxies:**

Bobby MacDonald, David Vogt, Lloyd Gormann, Steve Horovitz, Deagan McDonald, Alastair Bird, Koman Chow, Sarah Janzen