Walkerville Business Improvement Area (WBIA)
Board of Directors
Meeting Minutes

Date: Tuesday, Sept. 8, 6:00 PM
Location: Vito's Pizzeria
Present: Mike Bates, Helena Ventrella, Shannon Gilbert, Vince Rosati, Matt Woods, Emily Borland
Regrets: Michelle Maggio, Kevin Kavanaugh, Giovanni Cassano, Mark Mackenzie,
Recorder: Emily Borland

1. Call to Order:
Mike, the Chair of the board, calls the meeting of the Walkerville Business Improvement Area to order at 6:10 p.m.

2. Approval of Agenda:
- ●Approved by consent

3. Disclosure of Interest:
- ● Matt will not vote for the invoice he is inquiring about during this meeting

4. Adoption of Past Minutes:
- **Minutes from July 7, 2026**
  - ***MOTION to pass: Kevin motions, Shannon seconds it - CARRIED***

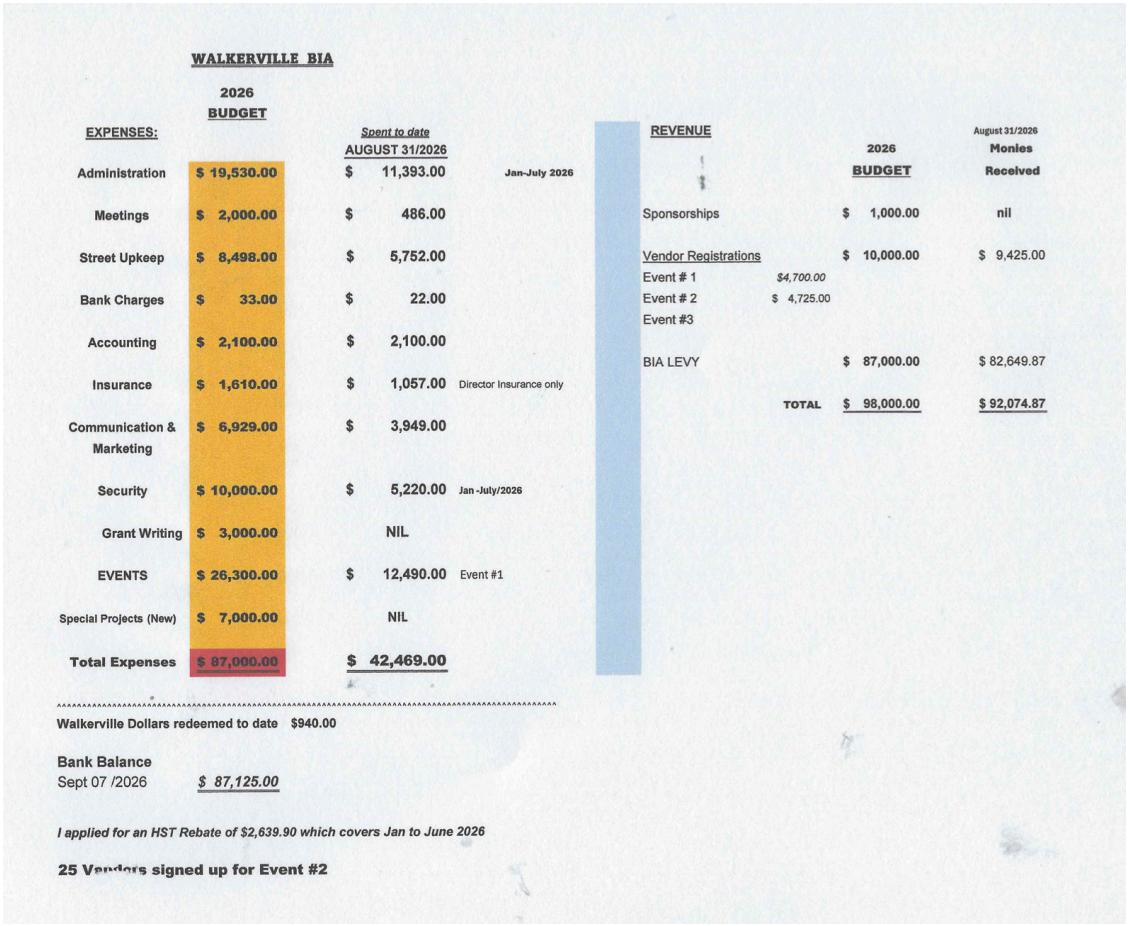
5. Reports:
- **Coordinator Report: Emily**

- ***Instagram: 678*** *new followers - we are now sitting at* ***12.8K*** *followers.*
- ***Facebook: 1,100*** *new followers – we are now sitting just under* ***13.9K*** followers
- Quarterly newsletter and Taste of Walkerville posters distributed via block captains
- Working with block captains to do end of year directory update for 2026 before AGM invites go out
- Taste of Walkerville support via social media, vendor touch base, added to TWPEI and various calendars
- Vince to verify our email through godaddy so our emails don't go to membership spam
- Security invoice and reports - now receiving to my inbox (and info at?)
  - Shannon to reach out and ensure a member of Ambassador is at the next meeting.
- Strategic plan progress organized in a spreadsheet - need updates from everyone on progress
  - Board to collab and create marketing admin calender
  - ***MOTION to pass: Matt motions, Vince seconds it - CARRIED***

- **Beautification Report:**
    - No new business

- **Events Report: Shannon and Matt**
    - Taste of Walkerville coming up, working with local breweries, distilleries, and wineries here
    - More member involvement this year, members collaborating for contests and to engage a larger audience
    - Discussion on next year's events addressing our members bringing in multiple vendors where they don't have to pay or pay less of a fee than the vendors we recruit for our WBIA run events.
    - We have two off duty police working this event and Ambassador security will be patrolling from 5pm - 10pm
    - ***MOTION to pass: Michelle motions, Vince seconds it - CARRIED***

- **Financial Report: Giovanni**



WALKERVILLE BIA

EXPENSES:	2026 BUDGET	Spent to date AUGUST 31/2026	
Administration	$ 19,530.00	$ 11,393.00	Jan-July 2026
Meetings	$ 2,000.00	$ 486.00	
Street Upkeep	$ 8,498.00	$ 5,752.00	
Bank Charges	$ 33.00	$ 22.00	
Accounting	$ 2,100.00	$ 2,100.00	
Insurance	$ 1,610.00	$ 1,057.00	Director Insurance only
Communication & Marketing	$ 6,929.00	$ 3,949.00	
Security	$ 10,000.00	$ 5,220.00	Jan -July/2026
Grant Writing	$ 3,000.00	NIL	
EVENTS	$ 26,300.00	$ 12,490.00	Event #1
Special Projects (New)	$ 7,000.00	NIL	
Total Expenses	$ 87,000.00	$ 42,469.00	

REVENUE		2026 BUDGET	August 31/2026 Monies Received
Sponsorships		$ 1,000.00	nil
Vendor Registrations		$ 10,000.00	$ 9,425.00
Event # 1	$4,700.00		
Event # 2	$ 4,725.00		
Event #3			
BIA LEVY		$ 87,000.00	$ 82,649.87
	TOTAL	$ 98,000.00	$ 92,074.87

Walkerville Dollars redeemed to date $940.00

Bank Balance
Sept 07 /2026 $ 87,125.00

I applied for an HST Rebate of $2,639.90 which covers Jan to June 2026

25 Vendors signed up for Event #2

    - City inquiring what we're doing with the reserve funds

    - Above image is an overview of the budget to date
- ***MOTION to pass: Matt motions, Vince seconds it - CARRIED***

- **Chair's Report: Mike**
    - Strategic plan link was resent to all members as a reminder
        - Beautification will have a list of items to spend money on at the next meeting, ideally for presentation at the AGM - the strat plan will be updated with this - Matt, Shannon and Helena will do this.
    - AGM proposed date:
        - Reach out to Natalie from Walkerville Brewery for a proposed date of Nov. 30 or Dec. 1 2026 to host the AGM in their space.
    - Voting for New Board Members:
        - Information for submit nominations at the end of October - Mike will draft a list of roles and responsibilities for Board Members.
    - ***MOTION to pass: Shannon motions, Kevin seconds it - CARRIED***

7. New Business

- Discussion on Matt bringing forward an invoice to be paid by board:
    - Vehicle collision during Art Walk event setting up/tearing down.
    - Total of the invoice: *$1,760.94* (Matt left room for in camera board discussion and vote because of conflict of interest)
    - Michelle motions to pay the invoice and reimburse for the *$1,760.94 invoice for the money sent to Steve Roy for the damage done to his vehicle during the art walk event* - carried.
    - Board ends in camera session, Matt returns.
- ***MOTION to pass: Michelle motions, Kevin seconds it - CARRIED***

8. Next Meeting:

Date: Tuesday, October 6, 2026
Time: 6:00 PM
Location: TIKI

9. Adjournment:

MOTION: Moved by Mike, Mike to adjourn the Board Meeting by general consent at 7:39 pm - CARRIED