

**March Board Meeting Minutes (Approved)**  
**COOKSVILLE BUSINESS IMPROVEMENT AREA**

**Date: Thursday, March 20, 2025**

**Time: 6:00 PM – 7:30 PM (EST)**

**Location: BIA Office**

**Attendees:** Tony Nguyen (Chair), Ajmal Muhammad, Amardeep Singh, Antonia (Toni) Velianou, Neena Anand, Roya Vakili, Sharon Johnson, Andrew Rizk, Adil Abraham, Anna (Executive Director), Shawn Abraham

**Regrets:** Dipika Damerla

1. **Call to Order (Welcome/Quorum)**
  - a. Chair Tony Nguyen called the meeting to order at 6:05 PM.
2. **Land Acknowledgement**
  - a. Read by Andrew Rizk.
3. **Changes/Additions to the Meeting Agenda**
  - a. Anna Mikus added discussion regarding the April Board Meeting date under New Business.
  - b. **Roya put forward a motion to approve the agenda. Seconded by Antonia. Motion carried.**
4. **Declaration of Conflict of Interest**
  - a. None declared.
5. **Approval of Previous Meeting Minutes**
  - a. **AGM – February 20, 2025**
    - i. **Roya put forward a motion to approve AGM minutes. Seconded by Neena. Motion carried.**
  - b. **February Board Meeting**
    - i. **Antonia put forward a motion to approve February Board meeting minutes. Seconded by Adil. Motion carried.**
  - c. **Special Board Meeting – March 3, 2025**
    - i. Discussion noted three additions regarding cost comparisons, dollar amounts to be added, and termination clauses in the motions.
    - ii. **Adil put forward Motion to approve the March Special Meeting minutes with the proposed changes. Seconded by Neena. Motion carried.**

## **6. Reports**

### **a. Chair's Report**

- a. The AGM was successful; feedback will be solicited to improve future events.
- b. Several contracts were reviewed by committees, continuing a proactive approach.
- c. Encouraged ongoing planning for training, strategic planning, and community improvements.

## **7. b. Executive Director's (ED) Operational Report**

- a. ED gave an update status on securing vendors for security, flowers and TOC for 2025.
- b. Security
  - i. Security vendor will display BIA logos on patrol cars and vests; service to begin April 1st.
- c. Flowers
  - i. Ajmal requested ED to obtain sample pictures of flowers to be used in planters/hanging baskets.

**NOTE – Sharon arrived 6:22pm**

### **d. TOC**

- i. Preparations for Taste of Cooksville (TOC) are underway. City has suggested possibly using the west side due to new condo development at Jaguar Valley, but the board is inclined to keep it on the east side where most restaurants are located. Board is also recommending 2-day event. ED to request 2-day event. Proposed dates Sept 20-21<sup>st</sup>.
- ii. Kandy Media pricing finalized with revised commission structure. They are currently starting to source Sponsorship for TOC 2025.
- e. The financial audit was completed with positive results.
- f. The HR & Governance Subcommittee interviewed prospective board candidates and nominated a new board member, Bernie selected. Andre and Alex are eager to join sub-committees. ED will reach out.

## **8. Treasurer's Report**

- a. Financial statements reviewed; no anomalies noted on the Balance Sheet or P&L. Saved money on cell phone bill, thank you Ajmal. OBIAA conference fees applied to February P+L.
- b. Exploring improved investment options for the reserve fund.
- c. Bookkeeping services under review for comparative value. ED to source other quotes for bookkeeping services.

**NOTE – Shawn arrived 6:33 pm**

- d. Tony asked ED to prepare a Variance report monthly.
- e. **Neena put forward a motion to approve the monthly financial statement. Seconded by Andrew. Motion carried.**

## **9. Councilor's Report**

**None**

## **10. Subcommittee Updates**

- a. HR & Governance Subcommittee recommended adding Bernie as the new board member and discussed engaging other applicants as a part of subcommittees.

## **11. New Business**

### **a. AGM Debrief**

- i. Consensus that the AGM went well, with improved attendance and positive partnerships (e.g., police involvement).
- ii. ED presented AGM Survey to obtain feedback and recommendations from all Board Members
- iii. Chair asked all Board Members for a discussion on Survey and overall AGM. Suggestions included personal outreach to businesses, even calling business directly. Consider a larger venue, possibly moving AGM timing further in the calendar year (Spring) and inviting more community partners. Recommendation to separate the AGM from the Board Meeting, which will allow for greater participation. Every year it gets better. Need to increase engagement and awareness of the BIA.

### **b. Board Recruitment**

- i. Three applicants interviewed: André (Precise Hair), Bernie (Novar property owner), and Alex (Brixon).
- ii. **Adil put forward a motion to appoint Bernie to the Board of Directors effective March 20<sup>th</sup> 2025 as a new Board member. Amardeep seconded. Motion carried.**
- iii. André and Alex to be invited to join subcommittees for hands-on involvement in the BIA.



- iv. **Dave Cook showed interest to rejoin the Board as a Special appointment. Councillor Dipika will need to bring forward a special appointment. All Board members agree unanimously to have Dave rejoin the Board.**

**c. Integrity Commissioner – Board Training**

- i. **Proposed dates in May or June for a 2–3 hour session.**
- ii. **General preference for June 19, 2025, with subcommittee members and new applicants to participate.**

**d. Financial Audit Statements 2024**

- i. **Audit completed with no issues flagged.**
- ii. **Roya put forward a motion for the Chair and Treasurer to sign off on the 2024 Audited Financials. Seconded by Sharon. Motion carried.**
- iii. **A short virtual general meeting with broad membership will be scheduled in April for approval of the 2024 Audited Financials. 21 days' notice for GM is required. The target date is April 17<sup>th</sup>.**

**e. April Board Meeting**

- i. **Concerns about April 17<sup>th</sup> board meeting date being before Good Friday.**
- ii. **No motion to change date. April 17<sup>th</sup> General Mtg will replace full Board Meeting and be virtual.**

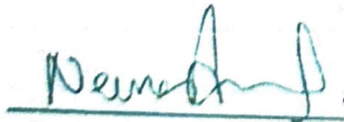
**12. Adjournment**

- a. **Adil put forward a motion to adjourn the March Board Meeting. Second, by Shawn. Motion carried.**
- b. **Meeting adjourned at 7:03 PM.**

**Next Scheduled Board Meeting: Thursday, April 17, 2025, 6:00 PM – Virtual**

**Minutes approved by the Board of Directors on April 17, 2025.**

**Signed on behalf of the Board of Directors:**



**Neena Anand  
Secretary, Board of Directors**



**Tony Nguyen  
Chair, Board of Directors**