



MEETING MINUTES | SEPTEMBER 2026

Date: September 14, 2026

Location: TD Bank 5790 Wyandotte St E, Windsor, ON N8S 1M5

PRESENT: Laura Tucker (Co-Chair), Chantel Russette (Secretary), Sean Pawluck (Treasurer), Zorica Rainone (Director), Candyce Mollard (Administrator)

Regrets: Jo-Anne Gignac (Councillor), Marko Pocedic (Director)

GUEST: N/A

CALL TO ORDER: 9:23 AM By Sean Pawluck

APPROVAL OF THE MINUTES

MOTION: Laura Tucker **SECONDED BY:** Sean Pawluck

MOTION CARRIED

ADDITIONS TO/APPROVAL OF THE AGENDA

MOTION: Sean Pawluck **SECONDED BY:** Chantel Russette

All in favour. **MOTION CARRIED**

CHAIR UPDATE : Laura is currently waiting for a quote for lighting work for the lantern project in our area and will keep the board updated. Once the quote is received, we will need to sit down and determine our next steps for the upcoming year's budget.

Replacing the lanterns throughout the area remains a priority, but it will be a significant expense. We need to work together to plan for this project as we prepare for the AGM and finalize the budget. We also require an updated financial report showing the current account balance and the amounts remaining in each budget category.

QuickBooks - Sean is having trouble with the login, but will sort this out. Laura is familiar with QuickBooks and requested access, as we have limited time now to prepare the update discussed above to see where our spending is for each category the members have approved.



Annual General Meeting

The board has selected the date for the AGM of Wednesday, November 4, 2026, at 6:00 p.m. at the Thomason House. Candyce to confirm this date works for the venue before it's announced. Dinner will be provided, followed by a presentation highlighting the BIA's update and proposed budget for 2027.

Coordinator Update – Candyce Mollard

Candyce has printed the election procedures outlined in the bylaws so the board can review them and understand how to proceed with the upcoming election.

All members must be formally notified of the election date at least 30 days before the election date that the board decides on. TBD

Financial Update – Treasurer Sean Pawluck

Regular payments were issued to Dana, Candyce and Ramone. A cheque was also issued for the Legion banner project.

Candyce will look into the cost and requirements associated with closing the streets if the BIA plans a future event.

Open Streets Update

The Open Streets event is currently well under budget.

All cheques for the attractions have been signed and completed. The prize wheel has arrived and is exceptionally well-made.

Candyce contacted the City to request that existing garbage in the area be cleaned up before Open Streets. She also requested that the garbage cans be emptied following the event.

Committee Updates – Membership

Riverside Optimus Club- Chantel will contact the Riverside Optimus Club to discuss its plans for next year and determine whether the BIA can collaborate on existing events/initiatives.

Marketing and Advertising

RMBA/Miracle Park – Award Presentation



On behalf of the BIA, Chantel presented the first- and second-place awards at the 13U AAA OBA Tournament hosted by Riverside Minor Baseball. The BIA was proud to participate as one of RMBA's largest donors.

Candyce excuses herself from the meeting – the Legion's banner project is kicking off this morning, and she is representing the BIA.

Beautification and Maintenance

Fall/Winter Planters - The board will wait for Candyce to provide an update via email.

Lantern Survey Update - The board will have Candyce share results from both surveys.

NEXT MEETING DATE: Tuesday, October 13, 2026 @9:15am

Location: TD Bank 5790 Wyandotte St E, Windsor, ON N8S 1M5

Laura motions meeting dismissal

Chantel seconds

Meeting End Time : 10:32am



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