

Chinatown Business Improvement Area (CBIA)

2020 AGM Minutes

Date: January 11th, 2021
Time: 5:17pm – 6:00 pm
Venue: Zoom Meeting,
Attendance: 10 Board Members, 1 ratepayer, 1 guest, Executive Director, Administrator

Meeting Minutes:

Prepared by Sukey Wong, Administrator

1. Terry Wong (Executive Director) called the meeting to order, quorum did not reach but we waited enough time per our by-law. Agenda presented.

2. Grace Su (Chairperson) welcomed all board of directors and guests to join our 2020 Annual General Meeting.

3. **Approval of the 2019 AGM minutes.**

Moved by Bruce Brownlee; Seconded by Grace Su Approved

4. **Approval of the 2020 AGM Agenda**

Moved by Bruce Brownlee; Seconded by Grace Su Approved

5. **Chair Report**

Grace Su said year of 2020 is an absolute unusual year as everyone's life have been impacted by COVID-19 and we have all developed some new norms. At the beginning of the pandemic, CBIA's major role is to provide as much information as we could to help the community to overcome some fears they might have due to a lot of uncertainties. We provided information from all three levels of government via email or in-person visit, information includes all safety measures, grants etc. Beside of informative newsletters, our team also came up with marketing campaign to assist merchants such as "Chinatown Welcomes You". Unfortunately, we had to cancel all physical events in 2020, but we supported the "Add-oil" marketing campaign held by Calgary Chinese Merchants Association (CCMA) and we did our first virtual scavenger hunt via Instagram. Additional to that, we still focused on city projects include Tomorrow's Chinatown, Greenline and 3rd Ave Walk and Wheel, we had discussions with the City ceaselessly and kept speaking up for our community. CBIA also hosted our first-ever Lamppost Banner design contest, there were over 40 participants with over 80 different designs received, and three designs were chosen to replace our existing Panda banners in Chinatown. Even though we are living under a pandemic, CBIA did not sit back and relax, we still maintained what we could do remotely. Thank both the administration and marketing team for their diligent work.



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6. Executive Director Report

- Terry mentioned most of items were covered by Grace Su but would still like to add a little more about the things we did before a global pandemic was declared. CBIA managed to host our Year of Rat Chinese New Year Gala in January with approximately 250 guests attended. 2020 Chinatown Ice Sculpture Showcase (CISS) was also successfully hosted with our Instagram photo contest, we gave away a total of \$500 gift cards, these gift cards are all bought from our local merchants, this is to align with one of our mandates, to bring business to Chinatown.
- In March, we immediately met with Health medical officer when the first case of COVID-19 was found and announced in Calgary. This is to obtain more information about the virus and precautions we should be taking for individuals and the whole community. It is thrilled to announce that there is not a COVID-19 case found in Chinatown in the past 10 months in any of our residences or businesses.
- We also kept up one of our mandates, to keep Chinatown clean and safe, by maintaining a weekly clean up by Good Under Pressure, and these expenses are covered by the Community Standard Fund we applied with Diversecities. Due to COVID-19, we first postponed the yearly community clean up from April to September and ended up cancelling it, but we hope to resume this event in 2021 if the COVID situation improves. We also encountered increase numbers of public disorder in Chinatown as it was a lot quieter on the street, foot and vehicle patrols were increased by requesting it to Calgary Police Service.
- Further to CISS Instagram photo contest and Scavenger Hunt Instagram Campaign, we also did a City of Calgary and Tourism Calgary Instagram takeover, businesses in Chinatown were featured on these channels. For our “Chinatown Welcomes You” marketing campaign, approximately 150 lanterns were hung in all five malls in Chinatown, they are Dragon City Mall, Opulence Centre, Far East Mall, Five Harvest Mall and Broadview Garden.
- Although we switched to virtual meetings during this period of time, we still continue to build good relationship with other associations i.e. Community Association, Calgary Chinese Elderly Citizen’s Associations and Diversecities.

7. Report on the Board of Directors Elections

Five positions are open for nomination, includes three ratepayers and two associate positions. We have received total of three new ratepayers’ nomination forms including existing board members Jeff Mah (Grand Cathy parkade), Anissa Wong (Forget Me Not Florist) and Thomas Cheuk (News 88). Two



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associate's positions are open for nomination, we have received our existing board of directors Grace Su and Lillian Pan, who would like to continue serving the board. All positions acclaimed.

Results were announced at the meeting, 2021 Chinatown Business Improvement Area Board of directors:

- Annette Fung
- Bruce Brownlee
- Danny Ng
- Michael Matas
- Grace Su
- Lillian Pan
- Sandy Kwong
- Anissa Wong
- Jeff Mah
- Ronald Cheung
- Thomas Cheuk

Terry welcomed Thomas Cheuk to join our board and the work that will be done together. Thomas indicated he would like to focus on items such as surveillance cameras and graffiti removal in Chinatown, he would also like to spare more time on community work. Executive team will be chosen during the next board meeting.

8. Treasurer Report

- 2019 audit report was presented. There are no outstanding items for us to deal with in 2020, therefore we carried over forward \$22,000 to year of 2020. Comparing expenses to 2019, we spent lesser money in two areas, Administration and Events. However, we have increased expenses in marketing, social media in specific.
- 2020 audit report is suggested to be completed by Gangi and Associates for an estimated fee for \$2900, we've been using the same auditing company for the past years.
Moved by Ronald; Seconded by Jeff Mah Approved
- 2021 CBIA budget is presented which was approved by the board in Nov 2020. The biggest change on the budget is we reduced the BIA levy from \$210,000 to \$195,000, as we have a carry forward of \$50,000 from 2020, this is just to give a helping hand to our merchants. We are expecting a decrease of administration side of the budget as Terry will be reducing his duties in 2021. We increased the marketing budget to focus more on our marketing strategy.



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- Operating account as of December 31st, 2020 has a balance of \$22,215.02 with \$682.50 cheques written but not yet cashed, brings to a balance of \$21,532.52. Revenue account as of December 31st, 2020 has a balance of \$51,607.30. Total of \$73,139.82 carries forward to 2021.

Treasurer's Report Move to be Accepted by Ronald Cheung; Seconded by Jeff Mah. Approved

9. Bylaw Amendments

- CBIA's current Bylaw says the board consist of minimum of six ratepayer board members, the remaining five seats give preferences to ratepayer candidate, and associates candidates need to be voted.

Motion: No preferences giving to ratepayer candidates, all need to go under voting process, after filling up ratepayer seats, the top five gets the seats.

Moved: Bruce Brownlee; Seconded by Grace Su Approved

- CBIA's current Bylaw says board of director needs to take a one-year break after serving on board for three 2-year term.

Motion: Remove this term.

Moved: Bruce Brownlee; Seconded by Grace Su Approved

10. 2020 Annual General Meeting Adjourned at 6:00p.m.

Moved by Grace Su; Seconded by Bruce Brownlee Approved

