

BOARD OF DIRECTORS MEETING MINUTES
 Friday, February 24, 2017 at 12 p.m.
WindsorEssex Economic Development Corporation
 700 California Ave, Windsor, ON, N9B 2Z2

Present:	Marty Komsa, Chair	Peter Roth, Treasurer	Warden Tom Bain	Mayor Drew Dilkens
	Tal Czudner (by phone)	Tom O’Brien (by phone)	Terry Rafih	Kyrsten Solcz
	William Willis			
Regrets:	Nicole Anderson	Peter Quiring	Diane Reko	
Staff:	Stephen MacKenzie Chief Executive Officer	Rakesh Naidu Chief Operating Officer	Susan Anzolin Executive Director, IBLS	Sabrina DeMarco Executive Director, Small Business Centre
	Lana Drouillard Director, Marketing & Communications	Joe Goncalves Director, Business Attraction	Lee McGrath Director, Business Retention & Expansion	Holly Connelly, Executive Liaison

1. WELCOME

The meeting was called to order by Chair, Marty Komsa at 12:12 p.m. Quorum was met.

The Chair officially welcomed Kyrsten Solcz to the Board of Directors as the Young Adult Representative.

2. DISCLOSURE OF CONFLICT OF INTEREST

None

3. AGENDA

The Agenda for the meeting of the WindsorEssex Economic Development Corporation (WE EDC) Board of Directors held on Friday, February 24th, 2017 was distributed for review.

Motion Moved by William Willis
 Seconded by Peter Roth

That the Agenda for the February 24th, 2017 meeting of the WE EDC Board of Directors be approved.
 Carried.

4. MINUTES

The Minutes for the meeting of the WE EDC Board of Directors held on Wednesday, January 11th, 2017 were distributed for review.

Motion Moved by Peter Roth
 Seconded by William Willis

That the Minutes from the WE EDC Board of Directors meeting held on Wednesday, January 11th, 2017 and the recommendations therein, be adopted as distributed. Carried.

5. BOARD OF DIRECTORS REPORTS

5.1 Chair’s Report

The Chair reported that a successful strategic planning session was held in January. WE EDC's Annual General Meeting (AGM) has been scheduled for June 20th and sponsorships are available. WFCU Credit Union and Rafih Auto Group sponsored the AGM previously.

The Chair notified the Board he will be stepping down as Chair. Discussions regarding a replacement are in progress.

5.2 CEO's Report

The AGM will be held at the Fogolar Furlan club. It is a good economic indicator in the region that the local venues are extremely busy.

WE EDC has completed a lot of good work and that is reflected in the monthly reporting and metrics. Going forward, the Chair recommended a synopsis of the activities in the quarter be included in the report.

WE EDC has aggressive workplans and based on the number of events and outreach, the team is working towards great success. The CEO reported very positive cross-departmental cooperation and ongoing outreach to stakeholder and partner organizations.

a. Monthly Performance Measures

The Performance Measures for January 2017 were presented for the Board's information.

Business Attraction (BA)

- The BA department is working on 14 new files that include Agri-Business (1) and Information and Communications Technology (7), Life Sciences (1), Manufacturing (4) and Tourism/Entertainment (1) sectors. One file was successfully closed and five new jobs were created in January.

Business Retention & Expansion (BRE)

- BRE reported \$40,000 in total investment (Expansion – public/private) in the month of January.
- There were 31 new jobs reported and two expansion files were opened/completed.

Small Business Centre (SBC)

- SBC hosted 17 business development sessions and recorded 173 business consultations/assists.
- 930 inquiries were recorded
- Starter Company Grants totalling \$12,500 were distributed
- 17 new startups, 43 small business expansions were reported and 136 new jobs created/facilitated

Marketing & Communications

- 5 advertising campaigns were supported in January
- 2 events were supported and media relations were provided to BA, BRE and SBC
- Canada, followed by the USA continue to be the main source of website visits.
- 1,271 new visitors were tracked on the WE EDC website

b. Top Business Priorities

The priority issues being reported by local businesses and stakeholders are as follows:

- Electricity Costs
- Cap & Trade

Cap & Trade is a very serious issue in need of attention and was included in the pre-budget submission to the Provincial government. WE EDC will continue to monitor and offer support to local businesses. Cap & Trade creates a hit for the region's competitiveness, especially in the Agri-Business sector.

- Natural Gas Prices

The CEO spoke to Union Gas representatives and agreed they will present to the Board when they have received OEB approval. WE EDC will continue to track this issue.

- Skilled Trades Challenges
- Business Immigration and Cross Border Labour Mobility

There has been significant business and media interest in the new American government and WE EDC continues to follow changes that may impact business in the region. WE EDC will continue to monitor and offer any assistance via IBLs and Ombudsman. The Board was encouraged to forward any concerns or issues relating to this issue including the reduction of regulations and competitiveness.

Regulatory Environment is also being tracked.

It was reported that the American government plans to cut regulations and red tape by 75%.

c. Business Attraction (BA)

The BA team worked extensively with CX North America to assist with the setup of their North American Operations. CX North America is a leader in freight collaboration solutions for the transportation industry and is a wholly-owned subsidiary of Transport Exchange Group.

d. Business Retention & Expansion (BRE)

The BRE team attended the \$3million funding investment announcement for Nematik of Canada Corporation, in partnership with Arbec Tool and Machine Ltd. WE EDC has been working with Nematik for the past two years to secure funding to support the plant and continued R&D. The funding was possible due in part to the \$1.3 million grant from the City of Windsor over five years to secure new work and boost jobs.

e. Small Business Centre (SBC)

The current Starter Company Training and Grants pilot program will end March 31, 2017. To date over 300 individuals have benefitted from the formalized training and 45 - \$5000 grants have been awarded to young entrepreneurs under the age of 30. Seven applications were submitted to the Grant Review Committee in February. SBC plans to meet the target of 54 grants awarded by March 31, 2017.

Starter Company Training resumed in February with 43 entrepreneurs enrolled.

A formal grant proposal has been submitted to the Ministry for a Starter Company Plus program that would provide entrepreneurial training and mentoring, with grant opportunities for eligible adults. This program will replace the Starter Company program and will be open to entrepreneurs of all ages. An agreement is expected to be finalized in March.

f. Institute for Border Logistics & Security (IBLS)

IBLS was designed to assist entrepreneurs and small and medium-sized enterprises (SMEs) to work with academia, businesses, economic development associations and governments to solve issues, promote opportunities and facilitate trade and logistics efficiently, safely and securely across international borders.

g. Marketing & Communications

The Windsor-Essex region was featured in Site Selection Magazine – January 2017 edition. The goal was to provide information about the region for expansion planning decision-makers, CEO's, corporate real estate executives etc. Marketing worked with Centerline (Windsor) who were featured.

Marketing worked with the BA department to assist with the media conference announcing CX North America's launch in Tecumseh.

Marketing has launched plans for the first quarter and beyond including the website refresh, music ecosystem, media conference for Cavalier Tool expansion, SBC 12-month digital and print campaign and several events over the next few months.

Motion Moved by Peter Roth
Seconded by William Willis

That the updates provided in the CEO's report be received as information. Carried.

6. ONGOING BUSINESS

None

7. NEW BUSINESS

None

8. NEXT MEETING

The next meeting of the WE EDC Board of Directors will be held at 12 p.m. on Friday, March 24, 2017 at WE EDC.

9. ADJOURNMENT

The meeting moved in camera.

Motion Moved by Peter Roth
Seconded by William Willis

That the open session of the WE EDC be adjourned at 12:31 p.m. Carried.