

BOARD OF DIRECTORS MEETING MINUTES
Wednesday, January 11, 2017 at 4:15 p.m.
Essex Golf & Country Club
7555 Matchette Road, LaSalle, ON N9J 2S4

Present:	Marty Komsa, Chair	Peter Roth, Treasurer	Warden Tom Bain	Mayor Drew Dilkens
	Tal Czudner	Tom O'Brien	Diane Reko	
Regrets:	Terry Rafih	William Willis	Peter Quiring	Nicole Anderson
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	

1. WELCOME

The meeting was called to order by Chair, Marty Komsa at 4:20 p.m. and quorum was met.

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 Wednesday, January 11th, 2017 was distributed for review.

Motion Moved by Tom O'Brien
 Seconded by Diane Reko

That the Agenda for the January 11th, 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, December 7th, 2017 were distributed for review.

Motion Moved by Tal Czudner
 Seconded by Peter Roth

That the Minutes from the WE EDC Board of Directors meeting held on Wednesday, December 7th, 2017 and the recommendations therein, be adopted as distributed. Carried.

5. BOARD OF DIRECTORS REPORTS

- 5.1 Chair's Report (none)
- 5.2 Board of Directors Action Items

The Board action items will be reviewed at the strategic planning session.

5.3 CEO's Report

The CEO formally welcomed and introduced Susan Anzolin, the newly hired Executive Director of the Institute for Border Logistics and Security as part of the new Purchase of Service Agreement with the City of Windsor and in cooperation with the University of Windsor and City of Windsor.

The final Quarterly Report for 2016 was presented to the Board for information. The report that highlights WE EDC's activities in the last quarter will be sent out to stakeholders. The year-end results will be reported to the Board in an upcoming meeting.

a. Monthly Performance Measures

The Performance Measures for December 2016 were presented and reviewed.

Business Attraction (BA)

- The BA department is working on 13 new files that include Energy (1) and Information and Manufacturing (8) sectors.

Business Retention & Expansion (BRE)

- BRE reported \$3 million in total investment (Expansion – public/private) in the month of December. There were 33 new jobs reported.

Small Business Centre (SBC)

- SBC hosted 18 business development sessions and recorded 63 business consultations/assists.
- Starter Company Grants totalling \$3,250 were distributed.
- There were 150 new jobs created/facilitated.

Marketing & Communications

- Canada, followed by the USA continue to be the main source of website visits.

b. Top Business Priorities

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

- Electricity Costs
- Essex County Electricity Transmission & Supply – Infrastructure Project
- Natural Gas Supply
- Cap & Trade
- Regulatory Environment
- Business Immigration and Cross Border Labour Mobility

Infrastructure Funding for Municipalities and Skilled Trades Demand and Challenges are also being tracked.

c. Business Attraction (BA)

The BA team participated in the Private Label Manufacturers Association's Private Label Trade Show in Chicago, IL in November 2016 alongside the Ontario Food Cluster's (OFC) mission.

The BA team hosted a delegation from Beijing, China and arranged meetings with local utility providers to understand the needs of the region and showcase their products.

d. Business Retention & Expansion (BRE)

The BRE team hosted the Emerging Technologies in Automation Conference and Trade Show. In partnership with NRC-IRAP, WEtech Alliance and the Windsor-Essex Regional Chamber of Commerce, over 33 companies had utilized this opportunity to showcase their technology and network with delegates outside the region. Keynote speaker Ian Khan, TEDx Speaker and Author presented “Unlocking the Internet of Things (IoT) to the Maximum Potential”.

The BRE team has launched an open innovation and partnership development website that will increase the opportunities for companies in the WindsorEssex region to global markets. The Connect, Innovate & Develop web application will assist companies with the launch of new innovation, technology or products. The site is designed for local innovators across multiple industry sectors can showcase innovation from concept to implementation.

WE EDC hosted an information session for municipal leadership, planners, commercial realtors, developers and private landowners. A comprehensive overview of the program and best practices were presented. Insight was provided into the new Ontario Investment Office (OIO) that will continue to make site planning and coordination easier with the enhanced Investment Ready: Certified Site Program.

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.

A formal grant proposal for starter Company Plus was submitted to the Ministry. This program will replace the Starter Company program and will be open to entrepreneurs of all ages.

SBC launched the scaleUP Accounting program in partnership with Hawkins & Co. and Xero. The program provides managerial, accounting and Xero tools (a fast-growing cloud-based accounting platform) to entrepreneurs. Over 40 businesses attended the program launch.

f. Marketing & Communications

The Perspective Windsor-Essex marketing piece was provided to the City of Windsor for distribution to International media during the FINA World Swimming Championships.

WE EDC was named in the Top 5 Awards of Excellence for Food Production and Processing by a U.S. based trade magazine with a distribution of 20,000 site location consultants and commercial real estate brokers. The Top 5 Awards of Excellence recognize economic development organizations that have shown exceptional progress in development and WE EDC was chosen because of the support system offered to businesses, as well as recent activity and the potential growth that can be created.

Motion Moved by Mayor Drew Dilkens
Seconded by Warden Tom Bain

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, February 24, 2017 at WE EDC.

9. ADJOURNMENT

The meeting moved in camera.

Motion Moved by Tal Czudner
Seconded by Peter Roth

That the open session of the WE EDC be adjourned at 4:27 p.m. Carried.