

# DOWNTOWN VANCOUVER BUSINESS IMPROVEMENT ASSOCIATION

## ANNUAL GENERAL MEETING THURSDAY, SEPTEMBER 6, 2023, AT 3:55 PM HELD AT THE SUTTON PLACE HOTEL

### MINUTES

#### 1. **INTRODUCTION**

Melissa Higgs, Chair and Vera Liu, Vice Chair of the Downtown Vancouver Business Improvement Association (DVBIA) served as Co-Chairs for the meeting. They welcomed everyone to the 2023 Annual General Meeting and introduced the special guests.

Debra Sparrow welcomed everyone on behalf of the Indigenous Peoples.

#### 1.1 **PRESIDENT and CEO REMARKS**

The President and CEO reviewed the 2023-2028 Strategic Plan, provided a brief overview of the development of the new Plan, and thanked the people that were involved in the process.

#### 1.2 **DVBIA UPDATE**

The Chair reviewed some of DVBIA's highlights over the past year including Summer Movie Nights, the Granville Block Party, and the upcoming Community Safety Forum.

#### 2. **COMMENCEMENT OF THE MEETING**

The Chair informed the members in attendance, that there was a quorum present pursuant to the Society's Bylaws and accordingly declared that the Annual General Meeting was regularly called and properly constituted for the transaction of business. The procedure for voting was reviewed.

#### 3. **DISPENSE WITH READING OF THE MINUTES**

##### 3.1 **It was MOVED and SECONDED**

THAT the meeting dispenses with the reading of the minutes of the Annual General Meeting held September 8, 2022

**CARRIED**

##### 3.2 **MINUTES OF THE LAST ANNUAL GENERAL MEETING**

The last meeting of the Society was held on September 8, 2022.

##### 3.3 **It was MOVED and SECONDED**

THAT the minutes of the Annual General Meeting held on September 8, 2022 be adopted as circulated.

**CARRIED**

**4. ADOPTION OF THE 2022/2023 AUDITED FINANCIAL STATEMENTS**

The Chair informed the members that the audited financial statements were circulated to the registered voting members prior to the meeting.

**4.1 It was MOVED and SECONDED**

THAT the audited financial statements of the Association, together with the report from BDO Canada, for the year ending March 31, 2023, be received, and approved.

**CARRIED**

**5. APPOINTMENT OF AN AUDITOR**

The meeting appointed the auditors and fixed the remuneration:

**5.1 It was MOVED and SECONDED**

THAT BDO Canada of Vancouver, BC, is appointed as auditors of the Association until the next Annual General Meeting or until a successor is appointed, at a remuneration to be fixed by the Directors, the Directors being hereby authorized to fix such remuneration.

**CARRIED**

**6. MOTION APPROVING THE ACTIONS OF THE BOARD**

The meeting approved the actions of the Board since the last Annual General Meeting:

**6.1 It was MOVED and SECONDED**

THAT all acts, contracts, resolutions, proceedings, appointments, elections and payments enacted, made, done and taken by the Directors and Officers of the Society since the last Annual General Meeting be approved, ratified and affirmed.

**CARRIED**

**7. MOTION TO DECLARE THE NOMINATED PERSONS ELECTED AS DIRECTORS**

Vera Liu, Chair of the Nominating Committee, reported on the nomination of the Directors.

Accordingly, the following persons were nominated to the Board:

- Royce Chwin, Destination Vancouver
- Brahm Kornbluth, Hudson's Bay Company
- Vera Lui, Kingsett Capital
- David Roche, Bentall GreenOak
- Kristine St. Laurent, TELUS
- Chuck We, Hudson Pacific Properties

**7.1 ACKNOWLEDGEMENT OF RETURNING BOARD MEMBERS**

Board Members who are presently in mid-term were acknowledged:

- Graham Blanc, Tom Lee Music
- Luca Citton, Broughton Law
- Gwen Hardy, Elettra Communications
- Rob Kavanagh, GWL Realty Advisors
- Kari Lockhart, Deloitte
- Nate Sabine, Blueprint
- Lillian Tummonds, Cadillac Fairview
- Melissa Higgs, HCMA Architecture and Design

It was noted that the Bylaws permit voting members of the Association to nominate candidates 28-days prior to the Annual General Meeting and the record notes that no nominations were received from the voting members. The Bylaws do not permit nominations from the floor.

**7.2 It was MOVED and SECONDED**

THAT the persons nominated be declared duly elected as Directors of the Society.  
**CARRIED**

**7.3 SLATE OF OFFICERS**

Members were informed that the Bylaws require that the Board of Directors elect from amongst themselves; a Chair, Vice-Chair and Secretary-Treasurer.

Accordingly, the members were advised that the Board has elected:

- Melissa Higgs as Chair;
- Vera Liu as Vice Chair; and
- Chuck We as Secretary-Treasurer

**7.4 RETIRING DIRECTORS LEAVING THE BOARD**

The retiring board member, Gary Pooni, was thanked for his contributions to the Board of Directors.

**8. ADOPTION OF THE 2022/2023 BUDGET**

The past Secretary-Treasurer, Vera Liu informed the members that a copy of the proposed 2023/2024 Budget was distributed to the registered voting members prior to the meeting.

**8.1 It was MOVED and SECONDED**

THAT the budget be taken as read, approved and adopted.

**CARRIED**

**9. CLOSURE OF MEETING**

Motion to close the Annual General Meeting:

**9.1 It was MOVED and SECONDED**


THAT the meeting be declared closed.

**CARRIED**

The Chair announced that the meeting was closed and thanked everyone for their attendance.

The meeting closed at 4:30 p.m.

I HEREBY CERTIFY THAT THE MINUTES OF THE 2023 ANNUAL GENERAL MEETING ARE CORRECT



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Chuck We  
Secretary-Treasurer