



Minutes of Tuesday January 16, 2024 – Special Meeting

Location: Zoom **Time:** 10:00 AM

In Attendance:

Masum Hossain (Chair), George Kalamaris (Vice Chair) Peter Kalamaris (Secretary/Treasurer), Suri Weinberg-Linsky, and Audrey Swartz (Coordinator)

Regrets:

Omar Warsame, Sylvio Rodriguez, Olumide Olatoye, Councillor Nunziata Ward 5, York South-Weston

Guests:

Jonathan Repasch

Call to Order: The meeting was called to order with quorum at 10:10 AM.

The purpose of the meeting was to finalize the Coordinator job posting. Audrey went through the e-mail sent on Jan 12th with some notes from Marianne following our questions. The board felt her response was sufficient to address the concerns.

The posting shall be advertised as a 14 month temporary contract.

There was discussion regarding the duties on the job post. Will revise to ensure that “events coordination” is included in the description. Noted that “other duties as needed” is included to cover anything missed.

Peter presented the following calculation to determine the salary range:

Hours per week	Total Hours	Annual Salary	Hourly Paid	\$ 20.00	\$ 21.00	\$ 22.00	\$ 23.00	\$ 24.00	\$ 25.00
Nov-May	48.00	1044.00	Annual	\$37,440.00	\$39,312.00	\$41,184.00	\$43,056.00	\$44,928.00	\$46,800.00
Jun-Oct	32.00	832.00	Rate (14/12)		1.17	1.17	1.17	1.17	1.17
Total Hours per Year	1872.00	\$ 45,000.00	14 Month Salary	\$43,680.00	\$45,864.00	\$48,048.00	\$50,232.00	\$52,416.00	\$54,600.00
		\$ 24.04 Per hour							

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The board agreed the salary shall be revised as a range of \$43,500 – \$52,500 for the 14 months. Agreed to include a line about possible continued employment, as it was noted we will have Capacity Development Funding in 2025 that can go toward staff. Would need to clarify with the individual at some point it would be a different role.

The job posting deadline shall be January 31st 2024.

Motion: To approve the job posting with changes and distribute/post.

Moved By: George Kalamaris **Seconded by:** Suri Weinberg-Linsky

Carried 01-16-01

There was some discussion about potential candidates for the role that might be interested. George had to leave the meeting.

Meeting Adjournment: The meeting ended at 10:45 PM as we no longer had quorum.

Minutes Approved By:


Chair, Masum Hossain


Secretary/Vice-Chair,


Date

MARCH 7, 24
Date