



# MINUTES

The Waterfront District BIA

## BOARD OF MANAGEMENT MEETING

Tuesday, February 6, 2018

ATTENDEES: Jim Comuzzi, Chair  
 Maelyn Hurley, Vice Chair  
 Jolene DesRosier, Director  
 Peter White, Director  
 Paul Pugh, Councillor  
 Lynn Gray, BIA Bookkeeper  
 Colleen Kenna, Recording Secretary

REGRETS: Dave Richard, Treasurer  
 Sandy Herron, Director  
 Andrew Foulds, Councillor

LOCATION/TIME: White Macgillivray Lester, 6:25 pm

Item	Description	Action
1.0	<p><a href="#">Meeting Call to Order and Disclosures of Interest</a></p> <p>The Meeting was called to Order at 6:25 pm. There were no disclosures of interest declared at this time.</p>	
2.0	<p><a href="#">Approval of Agenda</a></p> <p><a href="#">Motion 2018-08</a>            Moved by: P. Pugh    Seconded by: J. DesRosiers            The agenda for the February 6, 2018 meeting be approved as presented.            Carried.</p>	
3.0	<p><a href="#">Approval of Minutes</a></p> <p><a href="#">Motion 2018-09</a>            Moved by: J. DesRosiers    Seconded by M. Hurley            The minutes of the January 9, 2018 meeting be approved as distributed.            Carried.</p>	

Item	Description	Action
4.0	Business Arising from Past Minutes – none	
5.0	Reports	
5.1	<p data-bbox="293 392 1281 430"><b>Chair’s Report – Jim</b></p> <ol data-bbox="293 451 1281 1875" style="list-style-type: none"> <li data-bbox="293 451 1281 535">1. TBCC 2018 Not For Profit Excellence Award – package submitted. Video to be sent as soon as completed.</li> <li data-bbox="293 556 1281 640">2. Seagull Management Program – quotes were emailed. Skyline Falconry and Stovel Property Management to present at next meeting.</li> <li data-bbox="293 661 1281 976">3. Trees, Tree Lights, Tree Guards &amp; Banners  Peter to call Cory Halvorsen on the existing infrastructure.  Jim advised the City Parks and other Departments will be reviewing the possible options related to supporting the BIA decorative lighting. Many of the existing poles have receptacles built in up on the poles and the capacity to use will also be reviewed. Jim to follow up with Cory on the status.</li> <li data-bbox="293 997 1281 1081">4. Tourism Exemption – email to P. Pepe has been sent on the information session to the members.</li> <li data-bbox="293 1102 1281 1144">5. Meeting with M. Kuharski from Gillons – to be scheduled.</li> <li data-bbox="293 1165 1281 1207">6. Corporate Sponsors package – to be finalized</li> <li data-bbox="293 1228 1281 1270">7. Joint Ventures – City/BIA’s, Police – parkade, walkway, events, crime</li> <li data-bbox="293 1291 1281 1375">8. Loitering By-Law – discussed pros and cons of this initiative. All options to be taken into account for next steps.</li> <li data-bbox="293 1396 1281 1480">9. Wayfinding Strategy Session – A. Krupper to present at a future meeting.</li> <li data-bbox="293 1501 1281 1543">10. Eaton’s Main Window – BIA logo</li> <li data-bbox="293 1564 1281 1606">11. Eaton’s Bldg – local artist Crystal Belenger</li> <li data-bbox="293 1627 1281 1795">12. Motion 2018-10 Moved by: M. Hurley Seconded by: P. Pugh To approve the purchase of two banners: an outdoor 3X10 ft and a roll up display at a maximum cost of \$1,500. Carried.</li> </ol> <p data-bbox="293 1806 1281 1875">Three businesses will be asked to submit quotes for the banners.</p>	<p data-bbox="1281 451 1450 535">Info. Firedog</p> <p data-bbox="1281 588 1450 630">Colleen</p> <p data-bbox="1281 724 1450 766">Peter</p> <p data-bbox="1281 829 1450 871">Jim</p> <p data-bbox="1281 997 1450 1039">Deferred</p> <p data-bbox="1281 1102 1450 1144">Deferred</p> <p data-bbox="1281 1165 1450 1270">Jim/ Colleen Jim</p> <p data-bbox="1281 1302 1450 1365">Jim/ Peter</p> <p data-bbox="1281 1396 1450 1438">Info.</p> <p data-bbox="1281 1501 1450 1543">Jim</p> <p data-bbox="1281 1564 1450 1606">Jim/Dave</p> <p data-bbox="1281 1806 1450 1848">Colleen</p>

Item	Description	Action
5.2	<p><b>Construction &amp; Beautification Committee – Sandy</b></p> <ol style="list-style-type: none"> <li>1. Rock Sculpture – plaque still to be located.</li> <li>2. Deficiency Report – roads, curbs, sidewalks - set up meeting in spring with City Departments</li> <li>3. Street Signs – design to be proposed to the City for review</li> <li>4. Building Plaques – Heritage Standards to be reviewed</li> <li>5. Façade Improvement</li> </ol>	Deferred
5.3	<p><b>Finance Committee – Dave Richard</b></p> <ol style="list-style-type: none"> <li>1. Approval of the Financial Report <ul style="list-style-type: none"> <li><b>Motion 2018-11</b>  Moved by: M. Hurley    Seconded by: J. DesRosiers  To approve the Financial Report for month ending January 31, 2018  Carried.</li> </ul> </li> <li>2. Funding <ul style="list-style-type: none"> <li>a. Trillium Fund (Lynn)</li> <li>b. NOHFC / HRDC (Colleen)</li> <li>c. Canada Summer Jobs Program – application for 6  Ambassadors/Maintenance Workers to be resubmitted by Feb 9.</li> </ul> </li> <li>3. Budget Presentation Meeting with Council (Jim) – 2018 Budget was approved.</li> <li>4. Approval of Requests for Sponsorships <ul style="list-style-type: none"> <li>a. <b>Motion 2018-12</b>  Moved by: P. White    Seconded by: M. Hurley  To approve sponsorship to Definitely Superior Art Gallery, Urban Infill, \$1,000 (cash). Carried</li> <li>b. <b>Motion 2018-13</b>  Moved by: M. Hurley    Seconded by: P. Pugh  To approve sponsorship to Chef Exchange, \$300.00 in BIA Bucks. Carried.</li> <li>c. <b>Motion 2018-14</b>  Moved by: J. DesRosiers    Seconded M. Hurley  To approve sponsorship to the City of Thunder Bay’s Snow Day for the carvers and the Polar Bear Plunge \$300.00 each in BIA Bucks. Carried.</li> </ul> </li> </ol>	<p>Deferred Deferred Colleen</p> <p>Info.</p>

Item	Description	Action
	<p>d. <b>Motion 2018-15</b>  Moved by: P. White    Seconded by: M. Hurley  To approve sponsorship to LU Law Students Welcome Day – \$400.00 in BIA Bucks. Carried.</p>	
<p>5.4</p>	<p><b>Governance Committee – Peter</b></p> <ol style="list-style-type: none"> <li>1. Review of Strategic Plan</li> <li>2. Operating Procedures – Constitution – under review – will include: <ol style="list-style-type: none"> <li>a. AGM requirements &amp; Annual Report</li> <li>b. Board Members terms of reference – roles &amp; responsibilities</li> <li>c. Board vacancies during term</li> <li>d. Elections</li> <li>e. Associate Members</li> <li>f. Agendas, minutes</li> </ol> <p>A Special Meeting to be scheduled for review of the draft constitution document. The constitution is the most important document!</p> <p><i>Subsequent to the meeting, the Special Meeting to review the Constitution document was held on Tues Feb 20.</i></p> </li> <li>3. Policies, Procedures &amp; Guidelines <ol style="list-style-type: none"> <li>a. Procurement/Purchasing</li> <li>b. Personnel</li> <li>c. Land ownership</li> <li>d. Documents – retention policy</li> <li>e. Social Media</li> <li>f. Associate Members Policy and Fees – draft completed</li> <li>g. Health and Safety Policy – draft completed</li> <li>h. Board Members (&amp; Staff) of Conduct – draft completed</li> <li>i. Sponsorships/Donations Guidelines and request form – posted on website</li> </ol> </li> </ol>	<p>Deferred</p> <p>Info.</p> <p>Deferred</p>
<p>5.5</p>	<p><b>Marketing &amp; Promotion Committee – Maelyn</b></p> <ol style="list-style-type: none"> <li>1. Social Media and Facebook Posts – ongoing</li> <li>2. Website Phase 2 – For Members Only page, Corporate Sponsors</li> <li>3. BIA App</li> <li>4. Media Buy Package Update <ol style="list-style-type: none"> <li>a. Digital signage – being reviewed by Firedog</li> </ol> </li> </ol>	<p>Deferred</p>

Item	Description	Action
	<ul style="list-style-type: none"> <li>b. Firedog has been requested to submit a proposed 2018 marketing budget for the Board's review.</li> </ul>	
5.6	<p><b>Membership Services Committee – Maelyn</b></p> <ul style="list-style-type: none"> <li>1. Ambassador's Meeting – meeting to be scheduled (Sandy)</li> <li>2. New Members Welcome Letter – ongoing</li> <li>3. Associate Members – Policy &amp; Fees <ul style="list-style-type: none"> <li>a. review geographical area then update business listing for Board's review</li> <li>b. determine fees</li> <li>c. send out invites to businesses when the Constitution has been finalized and approved by the Board</li> </ul> </li> <li>4. Business Directory on Website – ongoing</li> <li>5. Recruit Volunteers – ongoing</li> <li>6. Bi-weekly/Monthly BIA newsletter – ongoing</li> <li>7. Guidelines for sharing member promotions by email. Further discussion at a future meeting.</li> </ul>	Deferred
5.7	<p><b>Special Events Committee - Maelyn</b></p> <ul style="list-style-type: none"> <li>1. Craft Revival – has been added to Events section on Facebook and under What's Happening Section on the website.</li> <li>2. Events Meeting – Feb 13: Maelyn, Jaden from Red Lion, Claire &amp; Dianna from Gillons to review the patios initiative.</li> </ul>	Deferred
5.8	<p><b>Parking Authority Board – Dave</b></p> <ul style="list-style-type: none"> <li>1. Parkade – more signage needs to be added – no loitering, no sleepovers</li> <li>2. Parking map added to website – 1,500 spaces on-street and lots available in BIA and an additional 500 at the waterfront</li> </ul>	Deferred
5.9	<p><b>Crime &amp; Security – Jim</b></p> <p>Lee-Ann from the City Crime Prevention Council to be invited to present at the next Board Meeting.</p>	Colleen

Item	Description	Action
5.10	<p data-bbox="310 254 496 285"><b>Administration</b></p> <p data-bbox="310 323 678 359">1. Board Meeting Schedule</p> <ul data-bbox="358 394 656 747" style="list-style-type: none"> <li>• March 6, 2018</li> <li>• April 3, 2018</li> <li>• May 1, 2018</li> <li>• June 5, 2018</li> <li>• July 3, 2018</li> <li>• August 7, 2018</li> <li>• September 4, 2018</li> <li>• October 2, 2018</li> <li>• November 6, 2018</li> <li>• December 4, 2018</li> </ul> <p data-bbox="310 779 1036 814">2. Laptop &amp; Printer – have been ordered from Soft Sell.</p> <p data-bbox="310 846 756 882">3. Office Space – to be reviewed.</p>	<p data-bbox="1292 323 1352 359">Info.</p> <p data-bbox="1292 793 1352 829">Info.</p> <p data-bbox="1292 856 1411 892">Deferred</p>
6.0	<p data-bbox="310 913 496 945"><b>New Business</b></p>	
6.1	<p data-bbox="310 976 881 1012"><b>Guests To Be Invited to Next Board Meeting</b></p> <p data-bbox="310 1050 862 1150">Myles Kuharski &amp; Clare Kemp from Gillons Jaden Grand from Red Lion Smokehouse Sue Bragg from Causeway Insurance</p>	<p data-bbox="1292 976 1396 1012">Colleen</p>
7.0	<p data-bbox="310 1186 1045 1222"><b>Next Meeting</b> – March 6, 2018 – VAST Benefits, 5:30 pm</p>	
8.0	<p data-bbox="310 1249 607 1285"><b>Adjournment:</b> 7:37 pm</p>	