



Item	Description	Action
5.0	FINANCIALS – Lynn	
5.1	Approval of the Financial Reports – month end June 30, 2017 – <i>sent electronically</i>	
	Moved by: D. Richard      Seconded: J. DesRosiers	Carried
6.0	BUSINESS ARISING FROM PAST MINUTES - Jim	
6.1	Approval of the Minutes – April 11, 2017 & May 2, 2017	
	Moved: J. DesRosiers      Seconded: M. Hurley	Carried
6.2	Approval of the Financial Reports – April 30, 2017 & May 31, 2017	
	Moved: J. DesRosier      Seconded: M. Hurley	Carried
6.3	Revised 2017 Budget	Deferred
6.4	Budget 2018 Schedule & Memo to Outside Board	
	Operating Budget Submission due to COTB by Sep 8/17.	Lynn/Jim
	Brief discussion on budget items. Jim asked everyone to bring their wish lists to the next meeting.	All
6.5	HST Payment from 2014-2015	
	Lynn spoke with both DBO and COTB to confirm the amounts owing and filed the returns.	Info
6.6	Financial Statements – Proposed Procedural Changes	
	Lynn to provide highlight of financials at each meeting.	Info
6.7	Request for Sponsorship – <i>sent electronically</i>	
	VON Golf Tournament      \$250.00 in BIA Bucks	
	Moved by: J. DesRosiers      Seconded by: M. Hurley	Carried
	<i>Subsequent to the meeting, the Board voted by email to increase the VON sponsorship to \$300.00 in BIA Bucks.</i>	Info

Item	Description	Action
	Sandy proposed a process for requests of sponsorship – attend meeting to request funds and demonstrate the recognition of the BIA.	Info
	<i>Subsequent to the meeting, the sponsorship spreadsheet was updated to separate the cash sponsorships from the BIA Bucks donations.</i>	Info
6.8	Approval of BIA Coordinator Job Description – <i>sent electronically</i>	
	Moved by: D. Richard                      Seconded by: P. White                      Carried	
	<ul style="list-style-type: none"> <li>a. BIA Office Hours – not a set office schedule</li> <li>b. BIA Office Phone &amp; Call Forwarding – no changes required</li> <li>c. Email – set up an out of office message advising emails will be responded to within 48 hours unless on vacation <i>Subsequent to the meeting, the out of office message was implemented.</i></li> <li>d. For purchase of gift certificates – those interested can call the office or send an email to make arrangements.</li> </ul>	Info
6.9	Treasurer Position – continue our search	Info
6.10	Photocopier Lease	
	Dave to inquire with his colleague from Xerox.	Dave
	Peter to review constitution on signing authorities for contracts. Jim and Peter to review next steps.	Jim/Peter
6.11	Board Governance Training Session – Kay Matthews from OBIAA	
	<ul style="list-style-type: none"> <li>a. Proposed date: Tues Sep 26, tentative 4:30 to 8:00 pm, location tbd</li> <li>b. Coordinate date with Ft. Wm. BIA</li> </ul>	Deferred Colleen
6.12	BIA Gift Certificates – advertise on website and FB	Completed
6.13	Approval of Board Resignation – Kory Morabito – <i>sent electronically</i>	
	Moved by: D. Richard                      Seconded: J. DesRosiers                      Carried	
	Colleen to send notice to the City Clerk’s office and an updated Board of Directors list to Gillons Insurance for the D&O Policy. <i>Subsequent to the meeting the City Clerk’s office and Gillons were emailed an updated Board of Directors listing.</i>	Colleen Completed

<b>Item</b>	<b>Description</b>	<b>Action</b>
6.14	Marketing & Promotions Chair – vacancy	Ongoing
6.15	OBIAA Conference  Colleen to email summary.	Colleen
6.16	Board Member Application – Frankie Lesnick – on hold until Nov.	Deferred
7.0	REPORTS	
7.1	Chair’s Report - <i>Jim</i>	
	a. Seagull Management Program – ongoing	
	Peter emailed the donation form to CIBC.	Info
	An information session for those interested to be arranged with Kym from Skyline Falconry for August.	Jim
	b. Tourism Exemption – Administration reviewing exemption for other business districts	Deferred
	c. NOBA Nomination – winners to be notified in August	Info
	d. Clean up of Overpass & Parking – Marina Park – K. Ball sent BIA’s concern to City Administration. No further response has been received.	Info
	e. Window Displays at former Eaton’s Building – Jim to secure corner windows.	Jim
	f. Letter to Bell re potential damages from directional drilling on Red River Road & St. Paul Street – followed up with Bell/City – waiting for response.	Jim
	g. Meeting with Mike Dixon from City re tree maintenance/twinkle lights and letter to Cory Halvorsen, Manager, Parks & Open Spaces – arborist to shape and prune trees, three trees to be replaced - waiting for confirmation from City.	Jim
	h. KKETS – Jim to meet with Executive Director	Jim
7.2	Construction & Beautification Committee - <i>Sandy</i>	
	a. Beautification	

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	<ul style="list-style-type: none"> <li>○ Maintenance Technician - Hired Blair Gagnon through KKETS wage subsidy program. Registered with WSIB. Sandy suggests we inquire if there is another worker available through the KKETS program for assisting with clean-up of the overpass walkway and to assist the BIA with maintenance.</li> </ul>	Sandy/ Colleen
	<ul style="list-style-type: none"> <li>○ Planters and flowers – great job - received lots of compliments on the planters and flowers. Jolene inquired about adding more planters to Red River Road next year. Jim suggests shrink wrap with advertisements.</li> </ul>	Info
	<ul style="list-style-type: none"> <li>○ Tree lights / banners - Sandy/Colleen looking into quotes for the banner brackets.</li> </ul>	Sandy/ Colleen
	<ul style="list-style-type: none"> <li>○ Gridlink retainer – on hold; Gridlink sponsored the BIA</li> </ul>	Jim/Sandy
	<ul style="list-style-type: none"> <li>○ Garbage container (<i>Maelyn</i>)</li> </ul>	Deferred
	<ul style="list-style-type: none"> <li>○ Ribfest – clean-up crew</li> </ul>	Deferred
	b. Ambassador Program	
	<ul style="list-style-type: none"> <li>○ Completed member profile forms: 33</li> </ul>	Info
	<ul style="list-style-type: none"> <li>○ Businesses 209-285 Red River Road - Dave agreed to the Ambassador role for this block</li> </ul>	Dave
	<ul style="list-style-type: none"> <li>○ Update from all Ambassadors on their forms – ongoing.</li> </ul>	Info
	<ul style="list-style-type: none"> <li>○ Member profile forms – Jim asked an effort be made to complete in next 60 days. Business start date and number of employees will assist the BIA with award submissions.</li> </ul>	All
	<ul style="list-style-type: none"> <li>○ Sandy briefly mentioned In Common’s challenges with garbage pick-up. She asked Colleen to follow up.</li> </ul>	Colleen
7.3	Tourism	Deferred
7.4	Marketing & Promotion Committee - <i>Jim</i>	
	a. Restaurant Liaison – Alex Bono, Red Lion Smokehouse – meeting to be arranged for Alex, Jim & Maelyn	Jim

Item	Description	Action
	<ul style="list-style-type: none"> <li>b. Arrangement with Firedog <ul style="list-style-type: none"> <li>o Branding campaign, voice of events, website enhancements, Facebook daily themes, Instagram hashtag, twitter</li> <li>o S. Ash to attend Aug 1/17 meeting</li> </ul> </li> <li>c. Photos of the BIA – for website and promotional material</li> <li>d. Termination of Social Media contract</li> </ul>	<p>Jim</p> <p>Info</p>
	Moved by: D. Richard                      Seconded by: M. Hurley                      Carried	
7.5	Events Committee – <i>Maelyn</i>	
	<ul style="list-style-type: none"> <li>a. Court Street Block Party – Canada Day Reasonable attendance considering the weather.</li> <li>b. Block Party – July 21 – postponed; street closure had been approved and little response from bars to participate.</li> <li>c. Ribfest – Aug 25-27 – fyi</li> <li>d. Chamber After Business – Feb 2018 The cost to host an After Business would be too expensive for the BIA.</li> <li>e. Bill Boards</li> <li>f. Patios</li> </ul>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p> <p>Deferred</p> <p>Deferred</p>
7.6	Membership Committee - <i>Maelyn</i>	
	<ul style="list-style-type: none"> <li>a. Associate Members Colleen has requested information from other BIAs on their policies, benefits and fee structure.</li> </ul>	Deferred
7.7	Crime & Security	n/a
8.0	New Business - <i>Jim</i>	
8.1	Group Photo of Board Members	Deferred
8.2	Policies – Draft	
	<ul style="list-style-type: none"> <li>a. OH&amp;S Policy</li> <li>b. Respectful Workplace Policy</li> <li>c. Code of Conduct</li> <li>d. BIA Constitution – quorum &amp; number of Board members</li> <li>e. Board Member Roles &amp; Responsibilities</li> </ul>	

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	Colleen to email the draft policies to the Board.	
	<i>Subsequent to the meeting, the draft policies were emailed out.</i>	
	Peter and Colleen to meet to review the BIA by-law and the above noted policies.	Completed Peter/Colleen
8.3	Gift Card for Marcus Strickland – Volunteer Clean Up	
	Colleen to purchase gift card and Sandy to present.	completed
	Moved by: S. Herron    Seconded by: M. Hurley    Carried	
9.0	ADJOURNMENT: 7:55 pm	
10.0	NEXT MEETING: Tuesday, August 1; Rooster’s Bistro, 5:30 pm	