



The Waterfront District BIA
BOARD OF MANAGEMENT MEETING MINUTES

Tuesday, December 12, 2017

PRESENT: Jim Comuzzi, Chair
Maelyn Hurley, Vice Chair
Dave Richard, Treasurer
Jolene DesRosiers, Director
Sandy Herron, Director
Peter White, Director
Colleen Kenna
Susan Novak, Recording Secretary

REGRETS: Andrew Foulds Lynn Gray Paul Pugh

LOCATION/TIME: VAST Benefits, 5:30 pm

DESCRIPTION:

- 1.0 Meeting was called to order at 5:30 pm
2.0 Approval of Agenda as presented
The approval of the agenda for the December 12th 2017 meeting was approved as presented. CARRIED
3.0 The minutes of the November 7, 2017 meeting were approved as presented.
Moved by: Jolene DesRosiers Seconded by: Maelyn Hurley CARRIED
4.0 BUSINESS ARISING FROM PAST MINUTES
4.1 Wayfinding Strategy. Presentation will be rescheduled. We are waiting for the City to provide a new date. ACTION: Susan
4.2 Parkade
The City Parking Authority is constantly monitoring the situation as is the BIA. ACTION: All - ongoing
4.3 Garbage Pickup
Garbage pickup will remain on Tuesdays as scheduled by the city. Debra from Chenier Fine Arts will be notified. ACTION: Susan

4.4 Façade Improvement Program.

ACTION: Deferred

4.5 Thunder Bay Chamber Business Excellence Award Nominations. Nominations are due Dec 31, 2017. WFBI will nominate itself in the "Not For Profit Excellence"

ACTION: Susan

5.0 REPORTS

5.1 Chair's Report – Jim

1. Xerox Photocopy lease. BIA lease to be taken over by HPG. Details to be finalized. Approval is given for HPG to take over lease of Xerox photocopier subject to accepted terms by both parties.

Moved by: Sandy Herron Seconded by Dave Richard **CARRIED**
ACTION: Susan

2. Seagull Management Program – Kym to present at the February Board Meeting. Sandy to bring information for another quote before Kym presents. When the board has made a decision on program an information session will be scheduled for the membership.

ACTION: Ongoing

3. Letter to City re Overpass Clean Up & Parking. WDBIA will continue to monitor and work with the City on this project. Parking map for web needs to be developed and posted on the website.

ACTION: Jim/Susan

4. Window Displays at former Eaton's bldg. Dec 1 media event was a great success with many in attendance. Jim will follow up with Sleeping Giant on main window.

ACTION: Jim/Susan

5. Directional Drilling on Red River Road/St. Paul Street. Trees, Tree Lights, Tree Guards & Banners Maintenance Program. Ongoing. Infrastructure is under review. Peter to follow up with Cory Halverson from the City.

ACTION: Jim/Peter

6. Meeting with Carol Achneepineskum, Executive Director, KKETS. Jim was to meet with Carol and share the Ambassador program with her group.

ACTION: deferred

5.2 Construction & Beautification Committee – Sandy

- | | |
|--|-------------------------|
| 1. Patios (Maelyn) | ACTION: deferred |
| 2. Rock Sculpture – plaque | ACTION: deferred |
| 3. Garlands completed | Information only |
| 4. Deficiency Report sidewalk/roads | ACTION: deferred |
| 5. Street Signs | ACTION: deferred |
| 6. Building Plaques-Heritage Standards to review | ACTION: deferred |

5.3 Finance Committee – Dave

1. Approval of the Financial Report – month ending November 30, 2017 – sent electronically
Move that the financial report be accepted as circulated.
Moved by Dave Richard Seconded by Jolene DesRosiers **CARRIED**

2. Funding Opportunities
Trillium(Lynn) NOHFC (Susan)

ACTION: deferred

3. 2018 Budget Request

An email to be sent to the members along with letters to the property owners (where we don't have email addresses). Members will be advised that no further information is available to the BIA. The Board of Management will be recommending the 2018 Budget as presented at the AGM to Council. The Deputation is set for Jan 24/18.

ACTION: Susan

4. Request for Sponsorship - Updated spreadsheet for 2017 – sent electronically

- Cross Country Ski Nationals – March 10-17, 2018
- 59th Canadian Firefighters Curling Championship – March 29 to April 17, 2018

ACTION: Defer to 2018

5. Prince Arthur from Kory Morabito – 30 guest rooms booked for students doing site inspection of the Law School (Feb 15-18) – Kory requesting BIA bucks and send out note to members to join with promotions. She would like to attend January Board Meeting to present on Ski Nationals, Curling Championships and Law Students.

ACTION: Susan to invite

5.4 Governance Committee – Peter

1. Review Strategic Plan – work plan (draft) **ACTION: Deferred**

2. Operating Procedures & Policies **ACTION: Deferred**

Constitution

Procurement/Purchasing

Personnel

Land ownership

Documents – retention policy

AGH requirements & Annual Report

Board Members terms of reference – roles & responsibilities

Board vacancies during term

Elections

Social Media

Associate Members Policy and Fees

Health and Safety Policy

Agenda and minutes Procedures – action items

Motions to be numbered – start in 2018

Board Members Code of Conduct

Sponsorships/Donations Guidelines and request form

5.5 Hiring Committee – Jim

Susan Novak accepted the offer of employment with a start date of December 12th. Orientation and file transfer over next while.

5.6 Marketing & Promotion Committee – Maelyn

1. Social Media and Facebook Posts are ongoing.
2. Board Member write up should be send to office ASAP. Some still have not done this.
3. Website Phase 2 – Board Member write ups, For Members Only page, Friends of the BIA (sponsors), committees. A draft text for Website Phase 2 has been provided to Firedog.

5.7 Membership Services Committee – Maelyn

1. Ambassador's Meeting - schedule meeting for new year. **ACTION: SANDY**
2. New Members Welcome Letter – ongoing
3. Associate Members – Policy & Fees – review geographical area, update business listing to for Board's review, determine fees then send out invites to businesses in early January. **ACTION: SUSAN**
4. Business Directory on Website – ongoing
5. Recruit Volunteers – ongoing
Dianna Atkinson and Myles Kuharski from Gillons to be invited to the January Board meeting to learn more about BIA. **ACTION: Susan**
6. Bi-weekly BIA newsletter – ongoing
7. Annual General Meeting – Nov 28 – feedback

5.8 Special Events Committee – Maelyn

1. Christmas in the Waterfront – Window Wonderland Contest ends December 15. Awards will be announced week of Dec 18.
2. Family Afternoon (WDBIA and Mapletops) – Sun Dec 10 – Santa, crafts, colouring and face painting plus ticket for hot choc. & cookies. Wagon Rides were cancelled after test run due to wagon hitch failure.

5.9 Crime and Security

Leanne from Crime Stoppers to be contacted to present at a future meeting.
ACTION: Susan

5.10 Administration

1. Board Meeting Schedule
 - January 9, 2018 – Rooster's Bistro
 - February 6, 2018
 - March 6, 2018
2. Basecamp – Project Management and Team Communication Software
ACTION: Deferred
3. Office Equipment – propose BIA purchase new laptop and printer in 2018.
ACTION: Deferred

4. Office Space – the Board will review office requirements in the new year.
ACTION: Deferred

6.0 New Business

1. Guidelines for sharing member promotions by email. Members will continue to be encouraged to post specials/events to the WD BIA FB page. The intent of the newsletter is to promote the Waterfront District as a whole. Further discussion at a future meeting.
ACTION: Deferred
2. C. Stechyshyn email re WD Rebranding – reply has been sent to Cory. Firedog to incorporate work and do business in future promotional ads.
3. B. Rushmore email re: Ontario Wholesale Energy – requests a meeting with Board to contact BIA members – Board to not be involved - send a “no” response.
ACTION: Susan
4. Doors Open 2018 Planning Committee Invitation – Peter to attend first meeting in January.
ACTION: Susan
5. Invitation to Participate in City’s Stormwater Financing Study – BIA to send regrets.
ACTION: Susan

7.0 Adjournment

- 8.0 Next Meeting: Tuesday, January 9, 2017; 5:30 pm, Rooster’s Bistro