



Item	Description	Action
5.0	Reports	
5.1	<p><b>Chair's Report – Jim</b></p> <ol style="list-style-type: none"> <li>1. Seagull Management Program – Moving forward</li> <li>2. Trees, Tree Lights &amp; Tree Guards - Contact has been made with Mike Dixon to pick-up those in storage and replace missing guards. <i>Looking into having those in disrepair fixed</i> (Kara)</li> <li>3. Tourism Exemption – P. Pepe to update</li> <li>4. Corporate Sponsors package</li> <li>5. Eaton's Bldg – White painted writing being addressed</li> </ol> <p><i>Subsequent to the meeting, an e-mail was sent to Andrea of Sleeping Giant Brewing Company, the windows are being addressed on Wednesday May 30<sup>th</sup>.</i></p> <ol style="list-style-type: none"> <li>6. Promotional Banners – received three new banners –  Arrangements being made with Pigeon River, Terry Fox and the Pagoda (Kara – in progress).</li> <li>7. Ribfest 2018 Restaurant Liaison (on hold)</li> <li>8. CEDC's Business Retention Expansion Survey Results: Vacancies – Lyceum Building  Purchased windows for the building – Installation date unknown</li> <li>9. BIA Boundary Expansion  Recommendation has to go to the city, who appoints and sets boundaries. There has to be an amendment to the change and the building owners must consent. Research is going into the paperwork as well as best practices for voting members (building owner) participation – best practices. (Kara)</li> <li>10. July 1 Event with Gateway Casino – <i>Working with Karen M to support event before the Prince Arthur's Landing events begin at 5pm</i></li> </ol>	<p>Info</p> <p>Info</p> <p>Deferred Info</p> <p>Info</p> <p>Info</p>
5.2	<p><b>Construction &amp; Beautification Committee – Sandy</b></p> <ol style="list-style-type: none"> <li>1. Banners  Missing a total of 31 banners in the interior of the BIA. Proposed to add banners down Cumberland St. to maintain a consistent theme. <i>Subsequent to the Board Meeting, Kara has been in touch with Jason, at Gridlink, for the inventory and meeting set-up to review locations.</i></li> <li>2. Rock Sculpture –</li> </ol>	<p>Info</p> <p>Deferred</p>

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	<p><i>Kara has followed up with Patricia Mader with CoTB. Research into the origin and artist will assist in “selling” it to the city for relocation. (in progress)</i></p> <p>3. Deficiency Report – roads, curbs, sidewalks - meeting to be set up with Brad Adams, Roads Manager and other City Departments</p> <p>4. Street Signs – proposed design to be sent for City’s review</p> <p>5. Building Plaques – Heritage Standards to be reviewed</p> <p>6. Façade Improvement <i>Items 4-6. Under Review</i></p> <p>7. Planters &amp; Flowers – Moving forward as scheduled</p>	<p>Deferred</p> <p>Deferred</p> <p>Deferred</p> <p>Info</p>
5.3	<p><b>Finance Committee – Dave Richard</b></p> <p>1. Financial Report for month ending April 30, 2018 to be distributed. Distributed by Lynn, reviewed. Action: Close Ribfest Account</p> <p><b>Motion: 2018-37</b> Moved by: P White      Seconded by: P. Pugh Carried</p> <p>2. Funding</p> <p>a. Canada Summer Jobs Program</p> <p>b. Maintenance Technician/Ambassador positions <i>One student hired for June 1, 2018</i></p> <p>3. Requests for Sponsorships</p> <p>a. <b>Motion: 2018-38</b> Moved by: P. White      Seconded by: J. DesRosiers To approve the sponsorship of \$1500.00 in BIA Bucks for Thunder Bay Blues Festival – July 6-8, 2018 Carried.</p> <p>b. <b>Motion: 2018-39</b> Not Approved To approve the sponsorship of \$500.00 in BIA Bucks for OCPA (OYAP Coordinators Provincial Affiliation) and Lakehead Public Schools – May 27-30, 2018</p> <p>c. <b>Motion: 2018-40</b> Moved by: P. Pugh      Seconded by: P. White To approve the sponsorship of \$1500.00 in BIA Bucks and \$1500.00 in cash for a Bronze Sponsor package – City of Thunder Bay Events. Carried.</p> <p>4. BIA Credit Card</p>	<p>Carried</p> <p>Info</p> <p>Carried</p> <p>Remove</p>
5.4	<b>Governance Committee – Peter</b>	Deferred

Item	Description	Action
	<ol style="list-style-type: none"> <li>1. Review of Strategic Plan</li> <li>2. Operating Procedures – Constitution - The redline version will be circulated to the Board to vote on the draft as amended. Jim requested that the constitution also include that the past chair be a voting member of the board.</li> <li>3. Constitution Review Meeting Notes – <i>to be distributed separately.</i></li> <li>4. City Insurance includes BIA – follow up with John Hannam. (Kara)</li> <li>5. 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</li> <li>g. Health and Safety Policy – draft complete</li> <li>h. Board Members (&amp; Staff) of Conduct – draft complete</li> <li>i. Sponsorships/Donations Guidelines and request form – posted on website – to be sent to the City at a later date</li> </ol> </li> </ol>	
5.5	<p><b>Marketing &amp; Promotion Committee – Jim</b></p> <ol style="list-style-type: none"> <li>1. Social Media           <p>The social media trend is positive. Referred to the increase in Instagram interaction as well as the Facebook Scavenger Hunt.</p> </li> <li>2. Website Phase 2</li> <li>3. BIA App</li> <li>4. Media Buy Package 2017 – <i>to be distributed at the meeting.</i></li> <li>5. Proposed 2018 Marketing / Media Buy– <i>to be distributed at the meeting.</i></li> </ol> <p><b>Motion: 2018-41</b></p> <p>Moved by: P. Pugh Seconded by: J. DesRosiers Carried.</p> <ol style="list-style-type: none"> <li>6. Live Outside the Box Spring Scavenger Hunt</li> </ol>	<p>Info</p> <p>Carried</p> <p>Info</p>
5.6	<p><b>Membership Services Committee</b></p> <ol style="list-style-type: none"> <li>1. Sue is interested in leading this Committee.</li> <li>2. Ambassador’s Meeting – meeting to be scheduled (Sandy)</li> <li>3. New Members Welcome Letters (Kara)</li> </ol>	Info

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	<p>Subsequent to the meeting, the Welcome Letters were sent – schedule set for follow-up.</p> <p>4. Website Business Directory updates – ongoing (Kara) 5. Associate Members Package (Kara)</p> <p>Will work with Sue &amp; Student (Mathew) to move this forward.</p> <p>6. Recruit Volunteers - ongoing 7. Monthly/Bi-monthly BIA newsletter (Kara) 8. Guidelines for sharing member promotions by email. Current plan is for members to share their posts to the WD BIA FB page. Further discussion at a future meeting.</p>	Deferred
5.7	<p><b>Special Events Committee - Maelyn</b></p> <p>1. Craft Revival VIII – Spring Edition – May 6/18 2. Events Meeting</p> <ul style="list-style-type: none"> <li>• patios initiative</li> <li>• volunteers for Event Clean Up</li> </ul> <p>3. Ashtrays – to be installed (Kara) 4. Shannon from Eco Superior to be invited to a Board meeting.</p>	Info – Kara Discussion
5.8	<p><b>Safety &amp; Security – Jim</b></p> <p>1. Joint Partnerships with City, Parking Authority, Police, BIAs – walkway, parkade, events, tentative loitering by-law (currently on hold) 2. Crime Prevention Council Update</p> <p><i>Subsequent to the meeting, Lee-Ann Chevrette sent an e-mail for the Board members to sign up for optional training. It was forwarded May 28, 2018 for training starting June 7, 2018.</i></p>	Deferred
5.9	<p><b>Parking Authority Board Update – Dave</b></p>	Deferred
5.10	<p><b>Administration - Jim</b></p> <p>1. Board Meeting Schedule</p> <ul style="list-style-type: none"> <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>	

Item	Description	Action
	2. Guidelines to be created for: <ul style="list-style-type: none"> <li>• Guests &amp; Presentations</li> <li>• Committee Meetings &amp; Reports at Board Meetings</li> </ul>	
6.0	<b>New Business</b> 1. Patio applications	
6.1	<b>Meeting with CEDC, other BIAs and Business Districts</b>  No one came to the meeting – to be removed.	
7.0	Correspondence – n/a	
8.0	Next Meeting – June 5, 2018, 5:30 pm – location to be determined	
9.0	Adjournment: 7:33 pm	