



MINUTES

The Waterfront District BIA BOARD OF MANAGEMENT MEETING

Tuesday, March 7, 2017

ATTENDEES	Jim Comuzzi, Chair Jolene DesRosiers, Director Kory Morabito, Director Dave Richard, Director Maelyn Hurley, Director Sandy Herron, Director	Paul Pugh, City Councillor Andrew Foulds, City Councillor Lynn Gray, BIA Bookkeeper Jason Scriver, Social Media Colleen Kenna
GUESTS	Piero Pucci, CEDC	Greg Matson, CEDC
LOCATION/TIME:	Rooster's Bistro, 5:30 pm	

Item	Description	Action
1.0	MEETING CALL TO ORDER & DECLARATION OF INTEREST – Jim	
2.0	CEDC PRESENTATION – Piero Pucci & Greg Matson	
	Piero introduced Greg who has been hired as the BIA Intern to survey the members in the four business districts. Surveys have been completed in Westfort; working on Fort William and Bay & Algoma. Also recently started the surveys in the Waterfront District. Completion of the survey is voluntary.	Info
	The goals of the survey include identifying the business climate and development, needs/wants and any concerns related to the strategic plan. Target completion for the Waterfront District is the end of May. Survey results will be compiled and analyzed. A report and action plan will be shared with the Waterfront District Board in early fall.	Info
	The Board agreed to invite Piero and Greg to give a presentation on CEDC's mandate and services at a later date.	CK
3.0	APPROVAL OF THE MINUTES OF February 16, 2017 Meeting - sent electronically.	
	Motion: Jolene Seconded: Maelyn Approved. Carried.	
4.0	FINANCIALS – Lynn	
4.1	Approval of Financial Report for month ending February 28, 2017 – sent electronically.	
	Motion: Jolene Seconded: Dave Approved. Carried.	

Item	Description	Action
4.2	Review and approval on the Revised 2017 Budget – sent electronically (Feb 17/17 version). Motion: Maelyn Seconded: Dave Approved: Carried. The Board will review targets and goals when preparing the budget for 2018.	All
5.0	BUSINESS ARISING FROM PAST MINUTES	
5.1	Treasurer Position The City By-laws are to be reviewed for the Board structure along with guidelines from the OBIAA.	JC/CK
5.2	Eaton’s and Lyceum Buildings – windows boarded up The City Property Standards are to be reviewed then the process will be confirmed with a City By-Law Enforcement Officer.	JC/CK
5.3	Chamber Gala – Apr 8/17, Valhalla Inn Tickets to be purchased for those interested in attending.	CK
5.5	Photocopier Lease Xerox prepared a proposal detailing the specs. of the photocopier and the associated lease costs. An email will be sent out to the membership as well as an ad placed on Kijiji in hopes a company may be interested in taking over the lease.	CK
5.6	Board Governance A list of topics on board governance will be reviewed. When complete, Andrew will inquire with City Clerk’s office about presenting on governance.	JC/CK AF
6.0	REPORTS	
6.1	<i>Chair’s Report</i> – Jim a. Chamber Award Nomination - Video Clip completed – well done! b. Seagull Management Program Update The Committee has already raised \$7,000 for this year’s program. The 2017 program is to start in early April. Letters will be sent out for corporate sponsorship in support of the seagull management program.	Info JC/CK

Item	Description	Action
	Part of the Ambassadors duties will include updating the members on the benefits and inquiring about donations to the seagull management program.	JC/SH
	The cost summary for this year's program will be distributed to the Seagull Management Committee and the Board when received.	CK
	c. Tourism Exemption - Deputation Meeting with Council	
	The Waterfront District BIA will be requesting a deputation with Council for the end of April. The deputation is seeking permission for retail businesses to be open on a statutory holiday if they wish to do so.	JC/CK
6.2	<i>Construction & Beautification Committee – Sandy</i>	
	<ul style="list-style-type: none"> Shamrocks – to be removed March 20. Banners – completed on Court Street Lighting – Gridlink completed St. Paul and part of Cumberland Street. Waiting for transformers. Tree & Tree Guards Planters – quotes have been received – Committee to review and provide an update at the next meeting. Maintenance/repair person – Maelyn and Jim are in the process of contacting the various agencies. 	SH Info JC deferred Committee MH/JC
6.3	<i>Marketing & Promotion Committee – Kory</i>	
	<ul style="list-style-type: none"> Social Media – Jason shared his promo sheet on the BIA's social media presence. Website – Jason to complete then provide a preview at next meeting. 	Info JS
6.4	<i>Events Committee – Maelyn</i>	
	<ul style="list-style-type: none"> St. Paddy's Day – poster ready for FB Craft Revival – May 6 – 6 sites so far Open Streets/Festival – to be planned Woofstock Eaton's Building Window Rental – H. McDowell interested in renting out at \$50/month with consistent posters to be created. The BIA is interested in the four corner windows Court/Red River. Maelyn to contact Eileen Dias from Thunder Bay Hydro about corporate sponsorship. Networking Event – Member meet n' Greet – possibly held in September. 	MH/JS MH Events Committee MH deferred

Item	Description	Action
6.5	<i>Membership Committee – Maelyn</i> <ul style="list-style-type: none"> • Member profile form to be posted on new website. The Ambassadors will ask for updated business contact info. • Member Information for the brochure to be drafted. • Associate member fees – on hold. 	JS Info MH/CK Deferred
6.6	<i>Ambassadors & Tourism Committees – Sandy</i> <ul style="list-style-type: none"> • Ambassador card to be finalized. • Ambassador meeting to be set up when brochure and card have been finalized; tentatively early May. 	SH/JS Info
6.7	<i>Crime & Security</i>	n/a
7.0	Associate Memberships for Approval	Deferred
8.0	Correspondence of Interest – file	
9.0	New Business	
9.1	Office Move – office clean up, arrange for phone, etc.	CK
9.2	Requests for Donations/Sponsorships - Jim The Board reviewed and approved the request of \$350 in BIA Bucks for CUPE delegate bags. Motion: Dave Seconded: Maelyn Approved. Carried. A process will be implemented for all donation/sponsorship requests. Any requests received in the month are to be reviewed at the next Board meeting.	CK
10.0	ADJOURNMENT: 7:35 pm	
11.0	NEXT MEETING: Tuesday, April 11, 2017; Rooster’s Bistro	