



# MINUTES

## The Waterfront District BIA

### BOARD OF MANAGEMENT MEETING

Tuesday, May 2, 2017

INVITED: Jim Comuzzi, Chair Peter White, Director  
 Jolene DesRosiers, Director Lynn Gray, BIA Bookkeeper  
 Maelyn Hurley, Director Colleen Kenna  
 Sandy Herron, Director

REGRETS: Paul Pugh, City Councillor Dave Richard, Director  
 Andrew Foulds, City Councillor Jason Scriver, Social Media

LOCATION/TIME: White Lester MacGillivray; 5:30 pm

| Item | Description   | Action   |
|------|---|----------|
| 1.0  | MEETING CALL TO ORDER & DISCLOSURES OF INTEREST - <i>Jim</i><br><br>We did not have a quorum for the meeting. The agenda items were reviewed.   |          |
| 2.0  | APPROVAL OF THE MINUTES – April 11, 2017 Meeting<br>- <i>sent electronically</i>  | Deferred |
| 3.0  | FINANCIALS - <i>Lynn</i>  |          |
| 3.1  | Review and approval of the Financial Report for month ending April 30, 2017 – <i>sent electronically</i>  | Deferred |
| 3.2  | Review of the Revised 2017 Budget – <i>sent electronically</i>  | Deferred |
| 3.3  | Budget 2018 Schedule – <i>sent electronically</i>   | Deferred |
| 3.4  | BIA Bucks<br><br>Jim advised that BIA Bucks distribution and reconciliation are being tracked. Colleen is tracking BIA bucks orders, approved sponsorships, and Lynn is tracking reimbursement. | Info     |
| 4.0  | BUSINESS ARISING FROM PAST MINUTES - <i>Jim</i>   |          |
| 4.1  | Review and approval of BIA Coordinator Job Description  | Deferred |
| 4.2  | Treasurer Position – there is some interest.  |          |
| 4.3  | Photocopier Lease – email was sent out to the membership on opportunity to take over the lease and an ad was posted on Kijiji.  | Info     |

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|------|--|--|
| 4.4  | Board Governance – OBIAA   |  |
|      | <ul style="list-style-type: none"> <li>a. organize joint session with Fort William BIA and share costs</li> <li>b. Board member roles and responsibilities</li> </ul>  | Deferred   |
| 5.0  | REPORTS  |  |
| 5.1  | Chair's Report - <i>Jim</i>  |  |
|      | <ul style="list-style-type: none"> <li>a. CEDC Interview – Jim's interview with CEDC has been posted on the Choose TBay First website.</li> <li>b. Seagull Management Program – in progress.</li> <li>c. Maintenance Technician – have 6-7 resumes to review and hoping to hire someone asap.</li> <li>d. Tourism Exemption – TBT News Interview &amp; Deputation with Committee of the Whole Apr 24. Will be reviewed at COW Meeting May 8 with a report from Administration in June.</li> <li>e. Chamber Award – Jolene will display at her store.</li> <li>f. Windows Display – Jim to follow up with H. McDowell. Firedog is interested in designing the BIA's windows. WD BIA Corporate sponsors are to be included in window display.</li> </ul> | <p>Info<br/>Info</p> <p>Jim/Sandy</p> <p>Info</p> <p>Info</p> <p>Jim</p> |
| 5.2  | Construction & Beautification Committee - <i>Sandy</i>   | Info   |
|      | <ul style="list-style-type: none"> <li>a. Beautification <ul style="list-style-type: none"> <li>o Planters and flowers – everything will be ready in June.</li> <li>o Tree lights / banners – lights to be changed to photo sensor. Some banners are outstanding.</li> <li>o Garbage container - <i>Maelyn</i></li> </ul> </li> <li>b. Ambassador Program - Orientation meeting to be planned for next week.</li> </ul>  |  |
| 5.3  | Tourism  | Deferred   |
| 5.4  | Marketing & Promotion Committee  |  |
|      | <ul style="list-style-type: none"> <li>a. Website Updates – all agreed to publish Board of Directors Listing without phone numbers and to add a section for recognizing corporate sponsors.</li> <li>b. Facebook – Jason has been posting 6 times a day.</li> </ul>  | <p>Colleen</p> <p>Info</p>   |
| 5.5  | Events Committee – <i>Maelyn</i>   | Info   |
|      | <ul style="list-style-type: none"> <li>a. Events Meeting May 1/17 – to be rescheduled.</li> <li>b. Spring Clean Up with EcoSuperior – scheduled for May 4.</li> <li>c. Craft Revival – May 7 – sponsored by BIA.</li> <li>d. Canada's 150<sup>th</sup> – promote on website/FB.</li> </ul>   |  |

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| e.   | Red River Road Block Party – July 22 from 11 am to 5 pm. Maelyn submitted the events application to Paul Burke including request to close part of Red River Road and St. Paul. Maelyn will be meeting with Gillons on insurance requirements. | Maelyn   |
| 5.6  | Membership Committee – <i>Maelyn</i>  | Deferred |
| 5.7  | Crime & Security  | n/a      |
| 6.0  | Associate Memberships for Approval  | Deferred |
| 7.0  | New Business – <i>Jim</i>   |          |
| 7.1  | Board Resignation – Kory Morabito – <i>sent electronically</i>  | Deferred |
| 7.2  | Marketing & Promotions Chair – vacancy  | Deferred |
| 7.3  | OBIAA Conference – <i>Colleen</i>   | Deferred |
| 7.4  | Requests for Sponsorship – <i>sent electronically</i>   | Deferred |
| 8.0  | ADJOURNMENT   |          |
| 9.0  | NEXT MEETING: Tuesday, June 6; Rooter’s Bistro, 5:30 pm   |          |