



The Waterfront District BIA
BOARD OF MANAGEMENT MEETING MINUTES

Tuesday, January 9, 2018

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

REGRETS: Andrew Foulds Lynn Gray Paul Pugh Sandy Herron

GUEST: Kory Morabito, Prince Arthur Waterfront Hotel and Suites re: sponsorships

LOCATION/TIME: Rooster's Bistro, 5:30 pm

DESCRIPTION:

1.0 Meeting was called to Order at 5:30 pm and there were no Disclosures of Interest declared at this time.

2.0 Approval of Agenda as presented
The approval of the agenda for the December 12th 2017 meeting was approved as presented.
Moved by Maelyn Hurley Seconded by Jolene DesRosiers
CARRIED. Motion #: 2018-01

3.0 The minutes of the December 12, 2017 meeting were approved as presented.
Moved by: Jolene DesRosiers Seconded by: Maelyn Hurley
CARRIED. Motion #: 2018-02

4.0 BUSINESS ARISING FROM PAST MINUTES

1. C. Stechyshyn email re WD Rebranding – reply has been sent to Cory. Firedog to incorporate work and do business in future promotional ads.
Subsequent to the meeting, Firedog has placed “work” theme ad in the Thunder Bay Business paper and also promoted the work/do business theme on Facebook.
2. The Historical Committee – Lauri is looking for people to sit on Open Doors committee. Susan to email Lauri the Board Members are reviewing this and check with Peter re: one meeting

ACTION: Peter

5.0 REPORTS

5.1 Chair's Report – Jim

1. Xerox Photocopier Lease – a new contract is being prepared for HPG to take over the BIA's lease. This is expected to be completed by the end of the month.

ACTION: Susan

2. BIA has self-nominated for the "2017 Not For Profit Excellence Award" Firedog is now writing the application for the BIA. The BIA sent ideas for content from 2017 reports.

ACTION: Firedog/Susan

2. Seagull Management Program – Kym to present at the February Board Meeting. Sandy to bring information for another quote before Kym presents. Kym can also be used as a marketing tool with her Falcon. Business Owners would like a schedule of when she would be performing with her falcon.

ACTION: Jim/Sandy

3. Joint Ventures. The Waterfront BIA to spearhead a campaign to have a City By-Law enacted to prohibit Loitering and Panhandling in the city. We have spoken with the Thunder Bay Police, and Tourism about this issue and they will support the by-law. A sample of what we would like, will be written up, lobbied and taken to council.

ACTION: Jim/Susan

Subsequent to the meeting, a request for a deputation with Council for March 5 re loitering by-law has been sent to J. Hannam.

4. Windows at Eaton's

- a. We will inquire with Sleeping Giant Brewing about adding the BIA's logo to main window.

ACTION: Jim

- b. Local Artist Chrystal Belanger has an interest in painting the panels hiding the broken glass at the Eaton's Building; she will give us a quote and a sample for next meeting. Jim to follow up with Drea from Sleeping Giant Brewery re: BIA logo in Main Window.

ACTION: Jim/Dave

5. The Overpass will not be dealt with by the town for another two years at least. Since the Parkade is somewhat under control now with a 66% occupancy rate and expected to reach 80% when St. Joseph's expansion is finished is it time to do the same with the overpass. There are already lights and camera in the overpass. We will look into having them monitored by the BIA office and putting signs up to let people know they are being monitored. The walkway should be kept clean at all times.

ACTION: Dave/Jim

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

ACTION: deferred

7. Parking Authority advised they will be looking into an app to pay for parking at a later date.
8. Tourism Exemption – follow up with Paul Pepe on the date of an Information Session for the Members. **ACTION: Jim/Susan**

Subsequent to the meeting, a request for an Information Session for members was sent to Paul Pepe.

9. Meeting with Myles Kuharski, Gillons Insurance– Jim to meet with Myles. **ACTION: Jim/Susan**

5.2 Construction & Beautification Committee – Sandy

1. Trees & Tree Lights (Jim/Sandy) **ACTION: ongoing**
2. Patios (Maelyn) Meeting coming up shortly **ACTION: deferred**
3. Rock Sculpture – plaque **ACTION: deferred**
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 – year ending December 31, 2017 – sent electronically

Move that the financial report be accepted as circulated.

Moved by Peter White

Seconded by: Maelyn Hurley

CARRIED: # 2018-03

2. Funding Opportunities

Trillium (Lynn) NOHFC (Susan) HDRC (Susan)

ACTION: deferred

3. Requests for Sponsorship:

Kory gave a presentation regarding out of town groups coming to the hotel and asked for sponsorship for same.

- a. Canadian Firefighters Curling Championship

*It was moved to give the **Canadian Firefighters Curling Championship** \$500.00 in BIA Bucks to be valid March 28 – April 8 in denominations of \$5.00. which would make us a Ouimet Canyon Sponsor and receive our company logo and name on their sponsor page website with links, company logo on back inside cover of National Program booklet with half page advertising, a company banner, at Championship, framed photo of the 2018 National Championship for promotional purposes.*

Moved by: Dave Richard

Seconded by: Maelyn Hurley

CARRIED: #2018-04

b. Sponsorship – **Cross Country Ski National, March 10 – 17.**

It is moved to give The 2018 Ski Nationals being held in Thunder Bay March 10 -17th and hosted by the Lakehead Superior Nordic Association \$1000. in cash which would make us a Bronze sponsor with web page recognition, links, acknowledgements by announcer each day, brand id in the official program, sponsor/partner board recognition and trail passes if requested.

Moved by: Dave Richard

Seconded by: Maelyn Hurley

CARRIED. #2018-05

Peter White declared a conflict of interest and did not vote.

Peter will contact the organizers about giving us a little more promotion for that amount of cash.

c. Sponsorship – **Ontario Cross Country Ski Championships** – February 20 – 24th.

It is moved to support the 2018 Ontario Cross Country Ski Championships being held in February in Lappe with a total of \$500.00 BIA Bucks

Moved by: Maelyn Hurley

Seconded by: Dave Richard

CARRIED: #2018-06

d. Lakehead University Law School will be contacted directly rather than going through the Prince Arthur as not all students are staying there for the Welcome Weekend. It is suggested that we donate \$500 in BIA buck to their welcome gift bags.

ACTION: Susan

e. **Fill the Pit** – the FW BIA asked that we participate in the second annual “Fill the Pit” with some advertising, donations or sponsorship. We will not participate in sponsorship at this time however we will promote it through our Facebook page and anyone wanting to donate personally may do so.

ACTION: Susan

4. City Budget Meeting

The Media Release on the 2018 Budget and process was emailed to the membership and posted on our website (Dec 28/17). Jim to present the budget Jan 24/18. All Board members are encouraged to attend.

ACTION: Jim

Subsequent to the meeting, the WD BIA received City Council and Administration's approval on the 2018 Budget Request.

5.4 Governance Committee – Peter

1. Review Strategic Plan – work plan (draft)
2. Operating Procedures & Policies

ACTION: Deferred

ACTION: Peter

Constitution - Peter has reviewed and made changes to the draft. He would like to have a special meeting to review and accept these changes before taking to the Board.

- a. Procurement/Purchasing
- b. Personnel

- c. Land ownership
- d. Documents – retention policy
- e. AGM requirements & Annual Report
- f. Board Members terms of reference – roles & responsibilities
- g. Board vacancies during term
- h. Elections
- i. Social Media
- j. Associate Members Policy and Fees – draft completed
- k. Health and Safety Policy – draft completed
- l. Agenda and minutes Procedures – action items
- m. Motions to be numbered – start in 2018 - implemented
- n. Board Members Code of Conduct – draft completed
- o. Sponsorships/Donations Guidelines and request form – posted on website

5.6 Marketing & Promotion Committee – Maelyn

- 1. Social Media and Facebook Posts **ACTION: ongoing.**
- 2. Board Member write up should be send to office ASAP. Some still have not done this.
Subsequent to the meeting, all Board member write ups have been completed and Firedog has posted on the Website.
- 3. Website Phase 2 –For Members Only page, Friends of the BIA (sponsors), committees. A draft text for Website Phase 2 has been provided to Firedog. **ACTION: Firedog/Susan**

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 when the Constitution has been finalized.
ACTION: SUSAN
- 4. Business Directory on Website – ongoing
- 5. Recruit Volunteers – ongoing – Dianna from Gillons wishes to be on the events committee
- 6. Bi-weekly BIA newsletter – ongoing
- 7. 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

5.8 Special Events Committee – Maelyn

- 1. Outdoor Family Dance Party HOP-A-Thermia – sponsored by The Sleeping Giant Brewery February 3rd, Red River Road 7:00 – 9:00 – working on road closure with City.
ACTION: Jim/Susan
Subsequent to the meeting, the City approved the road closure. The BIA and Sleeping Giant Brewing will promote this event.
- 2. Craft Revival – has been added to Events section on Facebook and under What's Happening on the Website.

5.9 Parking Authority – Dave

Dave will be the new liaison on the Parking Authority.

5.10 Crime and Security

Leanne, from Crime Stoppers, to be contacted, to present, at a future meeting.

ACTION: Deferred

5.11 Administration

1. Board Meeting Schedule

- February 6, 2018 White Macgillivray Lester, 1 Cumberland Street S. 5:30 pm
- March 6, 2018
- April 3, 2018

3. BIA Laptop & Printer

Three quotes will be obtained for the purchase of a laptop and printer. Only one computer business is within the BIA Waterfront district and will be given priority if prices are comparable.

It was moved to purchase an office laptop and printer from Soft Sell (in BIA area) after getting two more quotes at the same price or cheaper. Price quoted by Soft Sell \$1455.44 includes Lenovo Notebook 110-15 at \$789.00 and Brother MFC Printer at 499.00.

Moved by Peter White

Seconded by Maelyn Hurley

CARRIED #2018-06

3. Office Space – the Board will review office requirements in the new year.

ACTION: Deferred

6.0 New Business – all new items were reviewed under the appropriate Committee.

7.0 Adjournment at 6:59 pm

8.0 Next Meeting: February 6, 2018 at the offices of White Macgillivray Lester at 5:30 pm