

The Waterfront District BIA
BOARD OF MANAGEMENT MEETING

Tuesday, June 5, 2018

INVITED: Jim Comuzzi, Chair
Maelyn Hurley, Vice Chair
Jolene DesRosiers, Director
Peter White, Director
Sue Bragg, Director
Jennifer Dagsvik, Director
Paul Pugh, Councillor
Lynn Gray, BIA Bookkeeper
Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Andrew Foulds, Councillor
Dave Richard, Treasurer
Sandy Herron, Director

GUEST: Renee Terpstra, Development/Administrator,
Definitely Superior Art Gallery
Lora, Definitely Superior Art Gallery

LOCATION/TIME: Rooster's Bistro

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest The meeting was called to order at 5:31pm. There were no disclosures of interest declared at this time.	
2.0	Approval of Agenda Motion 2018-42 Moved by: J. DesRosiers Seconded by: M. Hurley The agenda for the June 5, 2018 meeting be approved as presented.	
3.0	Presentations	
3.1	Renee Terpstra & Lora, Definitely Superior Art Gallery (5:30-5:50) Presented about the Die Active Youth Lost & Found Y-Art Sale. Requested \$1,000 to \$2,000	
4.0	Approval of Minutes – May 8, 2018 – sent electronically Motion 2018-43 Moved by: J. DesRosiers Seconded by: P.Pugh	

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	<ul style="list-style-type: none"> ○ <i>One (1) in front of In Common</i> 2. Rock Sculpture 3. Deficiency Report – roads, curbs, sidewalks - meeting to be set up with Brad Adams, Roads Manager and other City Departments 4. Street Signs – proposed design to be sent for City’s review (on hold) 5. Building Plaques – Heritage Standards to be reviewed (on hold) 6. Façade Improvement (on hold) 7. Planters & Flowers 	
6.3	<p>Finance Committee – Dave Richard</p> <ol style="list-style-type: none"> 1. Financial Report for month ending May 31, 2018 to be distributed. Resolution to move \$6,500 from the Radio/TV budget to the Sponsorship budget <p>Motion: 2018-44 Motion: M. Hurley Second: S. Bragg</p> <ol style="list-style-type: none"> 2. Funding <ul style="list-style-type: none"> a. Canada Summer Jobs Program <i>P. Pepe: Hosting a one-day city bus tour of the city June 13th and this would be the optimal opportunity to train your Ambassadors. Suggests the Ambassadors spend some time at the Pagoda when open for the season to learn from our Councilors that would be an ideal training scenario.</i> b. Maintenance Technician/Ambassador positions c. Requests for Sponsorships – <ul style="list-style-type: none"> a. Motion: 2018-45 Moved by: J. Dagsvik Seconded by: S. Bragg To approve the sponsorship of \$1500.00 cash sponsorship to become a title sponsor the Definitely Superior – Die Active Youth Lost & Found Street Closure and Art Sale. Carried. b. Motion: 2018-46 Moved by: S. Bragg Seconded by: J. DesRosiers To approve the sponsorship of \$1,000.00 cash sponsorship to the National Team Development Centre for the Canada Day Roller Ski Race. Carried. <p>Discussion regarding signing authority as well as the board functioning less efficiently without an active Treasurer.</p> 	<p>Info</p> <p>Carried</p> <p>Info</p> <p>Info</p> <p>Carried</p> <p>Carried</p> <p>Discussion</p>
6.4	<p>Governance Committee – Peter</p> <ol style="list-style-type: none"> 1. Review of Strategic Plan 	

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	<p>2. Operating Procedures – <i>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.</i> Approved as amended subject to grammatical errors. This constitution as amended to be forwarded to John Hannam – Draft 3.</p> <p>Motion: 2018-47 Motion: J. Dagsvik Seconded: S. Bragg</p> <p>3. Constitution Review Meeting Notes – <i>to be distributed separately.</i></p> <p>4. City Insurance includes BIA – follow up with John Hannam. (Kara)</p> <p>5. Policies, Procedures & Guidelines</p> <ul style="list-style-type: none"> a. Procurement/Purchasing b. Personnel c. Land ownership d. Documents – retention policy e. Social Media f. Associate Members Policy and Fees g. Health and Safety Policy – draft complete h. Board Members (& Staff) of Conduct – draft complete i. Sponsorships/Donations Guidelines and request form – posted on website – to be sent to the City at a later date 	Carried
6.5	<p>Marketing & Promotion Committee – Jim</p> <ul style="list-style-type: none"> 1. Social Media 2. Website Phase 2 3. BIA App 4. Live Outside the Box Spring Scavenger Hunt – <i>Results - Verna Crowley was the winner of this context.</i> 5. Dog Event – The Dog Classroom 	Info Info
6.6	<p>Membership Services Committee - Sue</p> <ul style="list-style-type: none"> 1. Propose Leadership of Sue Bragg for this Committee. <p>Motion: 2018-48 Motion: J. DesRosiers Second: P. White</p> <ul style="list-style-type: none"> 2. Ambassador’s Meeting – meeting to be scheduled (Sandy) 3. New Members Welcome Letters (Kara) – Complete/Ongoing 4. Website Business Directory updates – ongoing (Kara) 5. Associate Members Package (Kara) – Direction to Student 6. Recruit Volunteers - ongoing 7. Monthly/Bi-monthly BIA newsletter (Kara) 	Carried

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	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.	
6.7	<p>Special Events Committee - Maelyn</p> <ol style="list-style-type: none"> 1. Craft Revival VIII – Spring Edition – May 6/18 Went well, will streamline for the Winter Edition 2. Events Meeting <ul style="list-style-type: none"> • Volunteers for Event Clean Up - Students were positive as was Nancy. 3. Graffiti Solutions - Costing 4. Ashtrays – to be installed (Kara working with Shannon) 5. Shannon from Eco Superior to be invited to a Board meeting. 	<p>Info</p> <p>Info</p> <p>Info</p>
6.8	<p>Safety & Security – Jim</p> <ol style="list-style-type: none"> 1. Joint Partnerships with City, Parking Authority, Police, BIAs – walkway, parkade, events, tentative loitering by-law (currently on hold) 2. Crime Prevention Council Update – Training June 7-8, 2018 	
6.9	<p>Parking Authority Board Update – Dave</p> <ol style="list-style-type: none"> 1. Propose the leadership of Jennifer Dagsvick – New Board Member J. Dagsvick, will take on portions of this role until a more suitable Board Member is determined. With work and family commitments there is no time to spend at evening meetings. For the time being – a copy of the letter from J. Debakker was forward to J. Dagsvick for action with the contractor APEX in terms of street parking. 	
6.10	<p>Administration - Jim</p> <ol style="list-style-type: none"> 1. Board Meeting Schedule <ul style="list-style-type: none"> • July 3, 2018 • August 7, 2018 • September 4, 2018 • October 2, 2018 • November 6, 2018 • December 4, 2018 2. Guidelines to be created for: <ul style="list-style-type: none"> • Guests & Presentations • Committee Meetings & Reports at Board Meetings 	
7.0	<p>New Business</p> <ol style="list-style-type: none"> 1. Patio applications <ol style="list-style-type: none"> a. Red Lion Smokehouse - Approved 	

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	b. The Foundry – Approved Letter sent to The CoTB Endorsing both Patios – The CoTB will follow-up with the restaurant applicants and move forward accordingly. 2. Electronic Signage at Max Pawn at 250 Red River Road – Denied	
8.0	Correspondence – n/a	
9.0	Next Meeting – July 3, 2018, 5:30 pm – location to be determined	
10.0	Adjournment – 7:55pm	