

Item	Description	Action
	<p><i>Discussion about solutions other businesses are using – Example: Dominion Motors – S. Herron asked to follow-up</i></p> <p>2. Trees & Tree Guards</p> <p>a. Mike Dixon update – Broken tree by EITres has been removed</p> <p>b. Others will be done when the one crew comes available or, it will be contracted out to a third party</p> <p>c. No replacements will occur this year, or removal of dead trees</p> <p>d. Looking into the jurisdiction for the Black Pirates Pub/Scotiabank corridor – gateway to the Casino <i>Rutter was contracted to prune trees in August 2018.</i></p> <p>3. Promotional Banners</p> <p><i>Still located in the Pagoda & Prince Arthur & Pigeon River Ribfest banners have been installed by the City Requests now go to the COTB</i></p> <p>4. Ribfest 2018</p> <p>On target for this year, planning with Our Kids Count</p> <p>5. Ambassadors Program</p> <p>6. BIA Boundary Expansion (Deposition with City of Thunder Bay Aug 13, 2018)</p> <ul style="list-style-type: none"> • Request came from Gateway Entertainment to extend the boundaries/They are on board to extend and become a corporate sponsor to enhance the areas of downtown • Talked to Leslie McEachern and determined the route forward with the City of Thunder Bay • Asked local building owners if they wanted to be added, only Gateway Entertainment had a definitive answer so, the decision was made to square off the area and move forward with city council. 	<p>Discussion</p> <p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p>
6.2	<p>Construction & Beautification Committee – Sandy</p> <p>1. Street Signs – proposed design to be sent for City’s review (on hold)</p> <p>2. Building Plaques – Heritage Standards to be reviewed (on hold)</p> <p>3. Façade Improvement (on hold)</p> <p>4. Planters & Flowers</p> <p>a. Increase the colour impact for 2019 as well as the durability/variety of some flowers</p> <p>b. Request more planters – at the maximum for the budget of watering and maintaining with the City of Thunder Bay</p> <p>5. Bike Racks</p> <p>a. We have 3 bike racks in storage, ready to be installed @ \$400/rack</p>	<p>Info</p> <p>Info</p>
6.3	<p>Finance Committee – Jolene DesRosiers</p> <p>1. Financial Report for month ending June 30, 2018 & July 31, 2018 (Lynn)</p> <p>Motion: 2018-56</p> <p>Moved by: J DesRosiers</p> <p>Seconded by: S. Herron</p> <p>2. Funding</p> <p>a. Canada Summer Jobs Program</p> <p>b. Maintenance Technician/Ambassador positions</p>	<p>Carried</p> <p>Info</p>

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	<p>a. 5 in place until August 10, then 4 will be in place until September 1, 2018</p> <p>b. The 5th was re-hired as a translator for marketing materials - evenings and weekend work when not in school/out in the field. He will also work the Francophone Festival in September</p> <p>c. Requests for Sponsorships</p> <ol style="list-style-type: none"> 1. St Joseph's Foundation – Golf <ol style="list-style-type: none"> a. Refer to printed package 2. Lakehead Orientation <ol style="list-style-type: none"> a. BIA Bucks \$500 – <i>Approved for full amount of \$500</i> 3. CNIB <ol style="list-style-type: none"> a. Sponsorship \$250 b. BIA Bucks \$100 <i>Approved for \$100 BIA Bucks</i> 4. VON – Awaiting Forms (may be September) <ol style="list-style-type: none"> a. BIA Bucks <i>Approved for \$300 BIA Bucks</i> 5. Centre Francophone – Franco-Festival <ol style="list-style-type: none"> a. Sponsorship of \$350 b. \$100 Gift Certificate for a Draw <i>Approved for \$300 BIA Bucks</i> <p>Motion: 2018-57 Moved by: S. Herron Seconded by: J. Dagsvik</p>	<p>Determined after mtg.</p> <p>Carried</p>
6.4	<p>Governance Committee – Peter</p> <ol style="list-style-type: none"> 1. Review of Strategic Plan 2. Operating Procedures – Constitution – with John Hannah 3. City Insurance includes BIA – following up with John Hannam. (Kara) 4. Policies, Procedures & Guidelines <ol 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 	Deferred
6.5	<p>Marketing & Promotion Committee – Jim</p> <ol style="list-style-type: none"> 1. Social Media 	

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	2. Website Phase 2 (on hold) 3. BIA App (on hold) 4. Dog Event – The Dog Classroom <ol style="list-style-type: none"> a. The Ambassadors were trained by The Dog Classroom on how to approach and be approached by Dogs. b. They are not currently comfortable enough for a “Dog Event”- will explore at a later date 	Info
6.6	Membership Services Committee - Sue <ol style="list-style-type: none"> 1. Street Ambassador’s Meeting – to be scheduled (Sandy) 2. New Members Welcome Letters (Kara) – Complete/Ongoing 3. Website Business Directory updates – ongoing (Kara) 4. Associate Members Package (Kara) – Direction to Students <ol style="list-style-type: none"> a. List ready for review and plan for CSJ Ambassadors 5. Recruit Volunteers - ongoing 6. Monthly/Bi-monthly BIA newsletter (Sue & Kara) 7. Guidelines for sharing member promotions by email. <ol style="list-style-type: none"> a. Continuing with current plan of members sharing their posts to the WD BIA FB page. Further discussion at a future meeting. 	Info Deferred
6.7	Special Events Committee - Maelyn <ol style="list-style-type: none"> 1. AGM <p style="margin-left: 20px;"><i>Occurring in November – discussing locations – not usual restaurant – catered from one of the BIA members and held at an office within the BIA</i></p> 2. Ashtrays – installed – <p style="margin-left: 20px;"><i>EcoTip sent out to BIA Membership of Maelyn and Shannon promoting the use of the Cigarette Butt Stops and the recycling of the Butts into useful goods.</i></p> 3. Shannon from Eco Superior to be invited to a Board meeting (on hold) 	Info Info
6.8	Safety & Security – Jim <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) 	Deferred
6.9	Parking Authority Board Update <ol style="list-style-type: none"> 1. Leadership decision required. 	Deferred
6.10	Administration - Jim <ol style="list-style-type: none"> 1. Board Meeting Schedule <ul style="list-style-type: none"> • September 4, 2018 • October 2, 2018 	

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	<ul style="list-style-type: none"> • November 6, 2018 • December 4, 2018 <p>2. Guidelines to be created for:</p> <ul style="list-style-type: none"> • Guests & Presentations • Committee Meetings & Reports at Board Meetings 	Deferred
7.0	<p>New Business</p> <p>1. Succession Planning <i>Discussion that interested members rotate through the Chair position for the remainder of the year and determine readiness. Maelyn becomes the next Chair as the Vice Chair normally succeeds the Chair in the position.</i></p> <p>2. Office Space Set budget for 2019 office soace</p>	<p>Discussion</p> <p>Discussion</p>
8.0	Correspondence – n/a	
9.0	Next Meeting – October 2, 2018, 5:30 pm – TBD	
10.0	Adjournment	