



MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, October 6, 2020

INVITED: Jim Comuzzi, Chair
 Peter White, Vice-Chair
 Jordan Calonego, Director
 Maelyn Hurley, Director
 Suzan Cooper-Rochon, Director
 Lora Northway, Director
 Thomas Trist, Director
 Andrew Foulds, Councillor
 Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Lynn Gray, BIA Bookkeeper
 Kory Morabito, Director
 Brian Hamilton, Councillor

GUEST:

LOCATION/TIME:

<https://us02web.zoom.us/j/86040995383?pwd=b05nQnkzb0NQeicxWjg2S3hMVjVtQT09>

Meeting ID: 860 4099 5383

Passcode: qmRc0m

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest: Called to order at 5:31pm – No Disclosures of Interest	
2.0	Approval of Agenda Motion: 2020-44 Moved by: M. Hurley Seconded by: A. Foulds	Carried
3.0	Presentations	
4.0	Approval of Minutes – September 1, 2020– <i>sent electronically</i> Motion: 2020-45 Moved by: L. Northway Seconded by: M. Hurley	Carried
5.0	Business Arising from Past Minutes	
6.0	Reports	

Item	Description	Action
	<p>Moved by: A. Foulds Seconded by: P. White</p> <p>The person making the request should have their name on the letter – ideally all requests come from the BIA office at the direction of the committee making the Request for Quote (RFQ).</p> <p>A. Foulds - noted that a RFQ – Request for Quote and a Request for Proposal are two separate entities – a RFQ is a specific ask for a quote on the same parameters while an RFP allows for creativity.</p>	
6.4	<p>Governance Committee – Peter</p> <p>1. Reviewing Social Media Policy</p> <p>Changes required – deferred to November 2020</p>	Deferred
6.5	<p>Marketing & Promotion Committee – Lora & Kory</p> <p>1. Marketing Update</p> <p style="padding-left: 20px;">a. Fall for Local</p> <p>Planning for the Holidays</p> <ul style="list-style-type: none"> • 12 Days – good prizes • Santa visits? – • Cross Thunder Bay promotion 	Information
6.6	<p>Membership Services Committee – To Be Filled</p>	
6.7	<p>Special Events Committee – Maelyn</p> <p>1. Event Planning</p> <p style="padding-left: 20px;">a. Christmas/Holiday update</p> <p style="padding-left: 20px;">b. Shop local –</p> <ul style="list-style-type: none"> • Social Media contests • Craft Revival Parcel pick Up • Shop Small Saturdays • BIA Presence – artists night collab? 	Information
6.8	<p>Safety & Security – Peter</p> <p>1. 2021 Initiatives – Budget adjustments</p> <p style="padding-left: 20px;">a. No Updates</p>	
6.9	<p>Parking Authority Board Update – Kara</p> <p>1. No update</p>	

