

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, September 13, 2022

INVITED: Jim Comuzzi, Chair

Peter White, Vice-Chair Jordan Calonego, Treasurer

John Murray, Director Phil Walkden, Director Kory Morabito, Director

Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Lynn Gray, BIA Bookkeeper

Maelyn Hurley, Director Thomas Trist, Director

Ken Ogima, Guest (Awaiting Council approval)

Brian Hamilton, Councillor Andrew Foulds, Councillor

GUEST: Jeff McIntyre, Marketing Hounds

Ania Berezowski, Senior Manager, BDO Canada LLP

LOCATION/TIME: Board Room 251 Red River Road OR

https://us02web.zoom.us/j/2781002430?pwd=K2RPSnFqWVdKNityRIB2bTIIdnpWZz09

Meeting ID: 278 100 2430

Passcode: WDBIA

	Description	Action
Meeting Call to Order and	Disclosures of Interest	
Meeting Called to order at	5:35pm, no disclosures of interest.	
Approval of Agenda		
Motion: 2022-44 Moved by: J. Murray	Seconded by: K. Morabito	
Presentations		
Jeff McIntyre, Marketing	Hounds – Main StreetRM (CRM)	
	Meeting Called to order at Approval of Agenda Motion: 2022-44 Moved by: J. Murray Presentations	Meeting Call to Order and Disclosures of Interest Meeting Called to order at 5:35pm, no disclosures of interest. Approval of Agenda Motion: 2022-44 Moved by: J. Murray Seconded by: K. Morabito

Presentation on the BIA CRM Project and its ROI/Economic Development Potential. The BIAs are interested in CRM to manage their membership data in one place to 1. Understand the Property/Business 2. Know the property owner information 3. Communicate with each individually & businesses based on business type It will have a mobile interface to allow BIAs to update instantaneously Benefits for Tourism, CREA, MPAC (one way to BIAs), OREA, Economic Development & more. Sudbury & Hamilton have sponsored \$5000 other BIAs \$1000 – the Waterfront District BIA can decide what is affordable and assist – if they want. Ania Berezowski, Senior Manager, BDO Canada LLP – 2021 Audited Financials Presented a clean opinion of the Audited Financials from 2021. Has asked for a formal review of the Bank Recs by someone other than the bookkeeper. GCs that lacked proper records are still going to occasionally show up, the Auditors and the BIA are aware – procedures have been put into place to prevent this from occurring again. Employees paid hours that were not on timecards, but hours were reconciled with pay (the employees were paid the correct amount). 4.0 Approval of Minutes – Aug 2, 2022 – sent electronically Motion: 2022-45 Moved by: J. Murray Seconded by: P. Walkden 5.0 Business Arising from Past Minutes 6.0 Reports 6.1 Chair's Report – Jim 1. Chair's Update – Determine AGM date AGM is set to be held on November 1, 2022 at Lakehead Beer – Location confirmed, food to be confirmed. 2. Election Nomination Committee The Election Nomination Committee is M. Hurley, T. Trist supported by K. Pratt	Item	Description	Action
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The Election Nomination Committee is M. Hurley, T. Trist supported by K. Pratt		2. Election Nomination Committee	Action
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Item	Description	Action
	Review the Job Description for the BIA Executive Director for October meeting	Action
	A review of the constitution to occur concurrently with the updating of the document to replace "Coordinator" with "Executive Director". The revised constitution will be presented at the AGM to the membership after review by the City Clerk.	
6.2	Finance Committee - Jordan	
	July Financials Expired BIA Bucks – Date to stop accepting those dated	Deferred Deferred
	Motion: 2022- Moved by: Seconded by:	
	Deferred to October to discuss further and the date will start with the new calendar year. Previous BIA Bucks did not have an expiry date and those, like Gift Certificates, will need to be honoured.	
	3. Review and Approve the 2023 BIA Budget (attached)	Carried
	Increase the levy to property owners by 4.9% Inflationary adjustment Salary adjustment Increase in BIA Buck budget	
	Motion: 2022-46 Moved by: P. Walkden Seconded by: J. Murray	
	 4. Sponsorship Requests Manaaji'idiwin LċՐ"△∩△°or 'Respect' event at Goods & Co. \$500 BIA Bucks to purchase: Gifts for participating Elders Supplies within the BIA 	
	Motion: 2022-47 Moved by: J. Murray Seconded by: P. Walkden	
6.3	Infrastructure/Beautification Committee – John	
	CoTB Red River & Court Revitalization Update	
	No update	
6.4	Marketing, Events & Promotion Committee	

Item	Description	Action
	Planning 2022 Holiday Events	Information
	Shared the planning calendar. Discussion surrounding obtaining sponsorship for the Horse & Carriage to offset the costs. Discussion around having a petting zoo and the requirements for the livestock to be showcased in the area.	
6.5	Membership Services Committee – Phil	
	CRM – Presentation at beginning of Meeting	Information
	Presentation at the beginning of the meeting was informative. As a smaller BIA we should look at donating a small amount to assist with paying for the development, \$1,000 in the 2023 budget will need to be discussed.	
6.6	Safety & Security – Peter	
	Writing letter to Kelowna, provincial and municipal governments	Action
6.7	Parking Authority Board Update – Kara	
	1. Summer Break	Discussion
	Discussion around what a \$1 gets for time.	
6.8	Administration	
	Board Meeting Schedule – First Tuesday of the Month	
	 October 4, 2022 November 1, 2022 December 6, 2022 	
7.0	Correspondence – n/a	
8.0	New Business	
9.0	Next Meeting – October 4, 2022 Adjournment – 6:56pm Motion: 2022-48	Carried
	Moved by: P. Walkden Seconded by: J. Murray	