



Thursday December 14, 2017

510 Victoria Ave E

8:00am – 10:00am

Minutes

Attendance: Larry Hebert, Aldo Ruberto, Raechel Reed, Mike Larizza, Shelby Ch'ng

Regrets Sent: Ashley Sauer, Robert Tindall, Craig Napper

Recording Minutes: Kristina Belanger

1. Meeting called to order at 8:22am
2. **Motion to approve agenda**
Moved: Mike Larizza, Second: Raechel Reed
Approved Unanimously
3. **Motion to approve of minutes of Thursday, November 9**
Moved: Aldo Ruberto, Second: Raechel Reed
Approved Unanimously
4. **Motion to approve minutes of Friday, November 24**
Moved: Larry Hebert, Second: Raechel Reed
Approved Unanimously
5. **Motion to approve minutes of Wednesday, November 29**
Moved: Raechel Reed, Second: Aldo Ruberto
Approved Unanimously
6. **Motion to approve finances for November 2017**
Moved: Aldo Ruberto, Second: Mike Larizza
Approved Unanimously
7. **Motion to pass the following line item changes:**
 - Move \$2,291.63 from BIA Dollars to Cash Sponsorships
 - Move \$7,000 from Repairs and Maintenance to Beautification
 - Move \$3,000 from Coordinator Payroll to Bookkeeping
 - Move \$14,000 from Maintenance to Beautification
 - Move \$7,000 from Rent to Storage
Moved: Mike Larizza, Second: Larry Hebert
Approved Unanimously

8. Larry Hebert to sit on the planning committee for Doors Open Thunder Bay as a representative of the Fort William BIA
Action Item: Kristina to notify Laurie Abthorpe
9. **Motion to approve a \$200 honorarium for Shalini for her work on Winter-Ville in Vic-Ville**
Moved: Mike Larizza, Second: Raechel Reed
Approved Unanimously
10. **Motion to approve up to \$4,000 in expenditures to get Patterson Park lit (electrician bill and additional lighting)**
Moved: Raechel Reed, Second: Larry Hebert
Approved Unanimously
11. Amended budget submission prepared by the executive committee and the BIA bookkeeper was presented to the board. Excerpt from budget submission:

Fort William BIA Budget for 2018

Taxes Levied

Construction & Beautification	\$ 27,000.00
Administration (payroll/outside contracts/audit)	<u>\$ 33,000.00</u>
	\$ 60,000.00

City of Thunder Bay Contributions

Construction & Beautification	\$ 27,900.00
Media (social, website, radio & print)	\$ 17,000.00
Administration (fixed costs)	\$ 12,900.00
Administration (other)	<u>\$ 2,200.00</u>
	\$ 60,000.00

Total Budget Request for 2018 **\$120,000.00**

Motion to approve amended budget submission, and request matching dollars for the Façade Incentive from the City in a separate deputation

Mover: Mike Larizza, Second: Raechel Reed
Approved Unanimously

Action Item: Kristina Belanger to contact Lauren Paradis with the amended budget letter, along with the minutes of the meeting. Kristina to inquire as to the process for requesting the deputation

12. Date for General Membership Meeting set for Friday, January 19th from 5-7pm
Action Item: Kristina Belanger to contact John Hannam to see if he's available to attend our meeting, and to ask for his help on preparing a statement regarding the intent and purpose of the meeting
13. Discussion on replacing Coordinator position
Action item: Shelby Ch'ng to contact Jim Commuzzi from Waterfront District to talk about

sharing resources between the two BIAs, and propose an informal joint board meeting

Action Item: Kristina Belanger, Shelby Ch'ng and Raechel Reed to post Coordinator job

14. Discussion was had regarding the Chair position. The goals of the current chair have been met since the 2016 election, and with a new Coordinator starting in the new year, it was suggested that a change in Executive positions occur now to align with the new hire. Elections will still occur again in February 2018.

Motion that Shelby Ch'ng and Raechel Reed step down from their positions of Chair and Vice Chair respectively

Moved: Mike Larizza, Second: Larry Hebert

Approved Unanimously

Motion to elect Raechel Reed as Chair and Shelby Ch'ng as Vice Chair

Moved: Aldo Ruberto, Second: Larry Hebert

Approved Unanimously

15. Standing Items – Strategic Planning Updates:

- Security & Safety (Mike & Robert)
No updates
- Branding (Shelby)
No updates
- Advocacy (Larry)
No updates
- Communication & Marketing (Raechel)
No updates
- Engagement (Craig)
No updates
- Beautification (Mike & Robert)

Action Item: Mike Larizza to prepare a statement to show the cost difference between contracting MD Lawncare and having a maintenance employee and storage area for equipment

Action Item: Raechel Reed to look into the sale of BIA tractor

- Governance (Shelby/Executive)
No updates

16. Next Meeting January 11, 2018 at 5pm

17. Meeting adjourned at 9:14am