



Meeting #01-17

Thursday January 12<sup>th</sup>, 2017

Thunder Bay Live – Victoria Ave

5:30pm-7:30pm

Attendance: Shelby Ch'ng, Ashley Sauer, Mike Larriza,

Axel Rehufus, Larry Hebert, Kathy Skirving, Craig Nappier

## Minutes

1. Approval of Agenda - **Approved: Mike Larizza; Larry Hebert**
2. Hiring Temporary Staff  
With the departure of Ellen Leiterman, we need to continue to move forward with promoting the FWBIA. We are caught up on all bookkeeping and are moving at a great pace with our finances. Ideally, it would be great to have an intern subsidized but in the meantime we need to keep up with events and promoting the area. – Deferred until after the Strategic Plan is completed
3. BIA Naming  
The Fort William BIA name was changed a few years ago to reflect the history of the area. A consultant hired by the city to create a Way Finding Plan suggested that we may want to change our name to something that is unique and suits the area. A focus group could be struck to come up with a few options for the board to vote on. One of the options could be that we keep the name as is but this is just to have the discussion. – Discussion to be deferred to the Strategic Plan
4. Events and Marketing Meeting – Schedule of events for 2017 – Discussion to be had once the Strategic Plan has been completed. We need to have a through discussion  
**Action: Donation to be made for the “Fill the Pit With Love” FWBIA to donate 5 x \$50 Gift Cards Moved by Bob Tindal, Second by Mike Larizza**
5. Bookkeeping – Lynn Grey has been doing a great job with maintaining our books. She is very thorough and knows what needs to be done in terms of proper record keeping.
6. Banking – two additional bank accounts found  
One bank account has \$2900 and is at CIBC. Past Board Chair didn't know what it was for. When the current Chair went to CIBC to inquire, three names not associated with our BIA were listed as signing authority, Jack Moro, Richard Koskiniemic and David Wilson. The chair then called Richard Koskiniemic who thinks the account was used for an OBIA event held in Thunder

Bay in 2011. The account has been dormant for some time now and it will be only a matter of time before all of the funds are gone to banking fees. Richard and Jack will find out where the money came from originally since it may need to go back to the original givers. If not, we may split the money between the BIA's and the Associations.

The second bank account found was from Scotiabank and will need further investigation as it was found more recently when our bookkeeper was going through our files.

7. Office Move

The office move went well. The bookkeeper has been going through files and organizing the finance piece. We will need to take a look at hiring someone to come to sort out the office and organize events until we have a permanent solution.

8. Approval of December 2016/January 2017 Expenditure \*see attachment

9. On the radar:

9.1 Review of Bylaws and Terms of Reference. A meeting will be held to go over all documentation on how we govern ourselves and any changes can be recommended to the whole board at a following meeting.

9.2 Strategic Plan to be completed in 2017

9.3 AGM – Possible Date: March 16th

10. Next Meeting

Thursday, February 9<sup>th</sup>, 2017 – 8:00 a.m. – Thunder Bay Live