



Meeting #08-18

Thursday August 10, 2017

up shot coffeehouse – May St

8:00am – 10:00am

## Minutes

***Attendance: Shelby Ch'ng, Mike Larizza, Larry Hebert, Aldo Ruberto, Ashley Sauer***

***Regrets: Craig Napper, Raechel Reed, Kathy Skirving***

***Absent: Robert Tindall***

***Guests: Walter Flasz, BDO***

***Recording Minutes: Kristina Belanger***

1. Meeting Called to Order at 8:09am
2. Guest: Walter Flasz of BDO to present 2016 Audited Financial Statements
  - Auditor recommendations:
    - Bank reconciliations to be reviewed and signed by treasurer
    - Employment agreements to be put in place for new hires
  - Statements approved – Moved: Aldo Ruberto, Second: Mike Larizza, - Passed
3. Approval of Agenda – Moved: Mike Larizza, Second: Larry Hebert - Passed
4. Approval of Minutes Thursday, July 13, 2017 – Moved: Mike Larizza, Second: Aldo Ruberto – Passed
5. Approval of Finances – Moved: Aldo Ruberto, Second: Ashley Sauer - Passed
6. Discussion re: structure of standing updates
  - Committees should be meeting outside our monthly board meetings and bringing ideas for approval to the meetings. Board meetings are not the place for lengthy discussions about ideas
7. Standing Items – Strategic Planning Updates:
  - Security & Safety (Mike & Robert)
    - Committee met with James Coady and determined that smoking/loitering cannot be enforced
    - Issues with public intoxication are being reported and documented
  - Branding (Shelby)
    - Shout Media - \$1,500 for name change, colour change
    - Once rebranding happens, this item will change to special events. First suggestion:

- Christmas tree decorating and caroling in Victoriaville instead of the park, stockings for kids. Date selected for December 7th  
**Kristina to tell the city we will not be doing the tree lighting anymore**
  - Advocacy (Larry)
    - **Larry to talk to Bill Mauro about public intoxication issues**
  - Communication & Marketing (Raechel & Aldo)
    - Head absent
  - Engagement (Craig)
    - Head absent
  - Beautification (Mike & Robert)
    - Committee met with James Coady and determined that parking meters could be rented so that sidewalks could be used for outdoor seating/sales  
**Approved to pursue this option**
  - Governance (Shelby/Executive)
    - Kristina attending Waterfront BIA Governance training in September
8. Mural Project
    - University of Waterloo Case Study was presented to the board as a potential idea for the BIA. To be discussed further with Beautification Committee
  9. Fire Works for unofficial end to the summer (Larry)
    - Idea dismissed
  10. 2018 Budget – Council Presentations January 24, 2018, starting around 5:30. Ashley and Raechel to attend – be prepared to answer questions about plans for usage of money
  11. Tale of a Town – Sponsorship for The HUB Bazaar  
**Approved to sponsor \$500 – Moved: Larry Hebert, Second: Mike Larizza - Passed**
  12. Demographic survey of BIA members
    - Draft survey presented to the board. Approved to go ahead with survey
  13. Payroll Express for Coordinator and Maintenance Worker - \$25/pay period (biweekly)  
**Moved: Aldo Ruberto, Second: Larry Hebert - Passed**
  14. New gas lawnmower + weed wacker  
**Mike to purchase, approval for up to \$500 – Moved: Larry Hebert, Second: Aldo Ruberto - Passed**
  15. Need new office equipment – laptop and printer  
**Approval for up to \$2,500 – Moved: Aldo Ruberto, Second: Mike Larizza - Passed**
  16. up shot coffeehouse Façade Improvement Program application for \$200 + tax  
**Approved – Moved: Mike Larizza, Second: Larry Hebert - Passed**
  17. Next Meeting – Thursday September 14<sup>th</sup>, 5pm at Thunder Bay Live
  18. Meeting adjourned at 9:51am – Moved: Ashley Sauer, Second: Aldo Ruberto - Passed