

Item	Description	Action	Responsibility
	June 14 – deferred / minutes will be sent out electronically Moved by: Brian Hamilton Seconded by: Scotia Kauppi		
4.0	Confirmation of Financials- June N/A	DEFER	
5.0	Standing Committee Updates		
5.1	Beautification – S. Kauppi 1. Maintenance Quotes <ul style="list-style-type: none"> • revise the Call for maintenance quote and make it easier for contractors to bid • put out on Social Media- Facebook Instagram Twitter and Mailchimp • Draft up a waiver to take the element of liability off of the BIA 2. The City of Thunder Bay designated 20 flower planters for the FWBIA 20 Planters –cleaned, new potting soil, installed spring plants and delivery \$5200+HST= \$5876 Motion for Approval Moved by: Katrina O’Neill Seconded by: Allan Hyland	Discussion CARRIED	Coordinator and Allan Hyland draft up a waiver and revise Maintenance quote
5.2	Events Update Oktoberfest- added Brian Phillips, Frank Loffredo and Katrina O’Neill to the committee. Victoriaville is coming down maybe have Oktoberfest in there as a last Hoorah downtown	Discussion	Kelli Carr to set next Oktoberfest meeting
5.3	Safety and Security Update Security and Patrol in the area. Do we have enough money in the budget for cameras and downtown Security? B. Hamilton- What metrics were used to measure the success of the security patrol last year? The security guards kept a detailed daily log of their movements during the pilot project.	Discussion	

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5.4	Marketing and Promotions Update FWBIA Merchandise to get our name out there Networking and marketing material may include: T-shirts water bottles BIA stickers for business windows, Banners and Roll ups for tables. A budget discussion	Discussion	
5.5	Governance, Parking Authority and Finance Committee 1. updating policies programs Applications and Sponsorships A. Ruberto – The city have a mural project and façade incentive program. The BIA should look at taking that out of our budget if the City is already offering it to the core areas	Discussion	Coordinator to get policies and procedures from City
6.0	Business Arising		
6.1	Elections for Interim Chair, Vice Chair and Treasurer were held 1. Interim Chair – Kelli Plante Carr 2. Interim Vice Chair- Scotia Kauppi 3. Interim Treasurer- Katrina O’Neill	CARRIED	
6.2	New Office Space Located at 105 May St. N in the old Bank of Nova Scotia A larger office space means that we can open our doors to the public during regular scheduled office hours 9:30 am- 3:30 pm and for consultations information sessions and after business events. Motion for Approval Moved by: Kelli Carr Seconded by: Brian Hamilton Recommendation to have a budget meeting and breakdown of the budget for the rest of 2022 Motion for Approval Moved by: Brian Hamilton Seconded by: Katrina O’Neill	CARRIED CARRIED	
7.0	New Business		
7.1	Liability and Property Insurance a) Liquidating flower baskets and benches in storage - 50 xlg self- watering hanging baskets @ \$50 each	Info	Coordinator to get in touch with Insurance providers for a quote under

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	<p>- 18 Cast Iron Benches (need TLC) @ \$350 each</p> <p>Motion for Approval</p> <p>Moved by: Katrina O’Neill Seconded by: Kelli Carr</p>	CARRIED	\$25 000
7.2	<p>Restructuring the meeting minutes</p> <p>Katrina introduced a template for minute taking for easier recording purposes and allows more elaboration to be included in the body of the discussions</p> <p>Motion for Approval</p> <p>Moved by: Aldo Ruberto Seconded by Kelli Carr</p>	CARRIED	Coordinator to adopt and use minutes template for all future meetings
	<p>In Camera Discussion</p> <p>Motion to Approve</p> <p>Moved by: Scotia Kauppi Seconded by: Kelli Carr</p> <p>Out of Camera</p> <p>Motion for Approval</p> <p>Moved by: Scotia Kauppi Seconded by: Kelli Carr</p>	CARRIED	
8.0	<p>Next Meeting</p> <p>Next meeting to be held at the New Office July 12th at 5pm</p> <p>Motion for Approval</p> <p>Moved by: Katrina O’Neill Seconded by: Aldo Ruberto</p>	CARRIED	
9.0	<p>Adjournment</p> <p>Motion for Approval</p> <p>Moved by: Kelli Carr Seconded by: Aldo Ruberto</p>	CARRIED	
Meeting adjourned at: 7:11PM			

Submitted by: Raechel Reed – BIA Coordinator

