



**FORT
WILLIAM
BIA**

MINUTES

**Board of Management Meeting
Meeting No: 0823-2022**

August 23, 2022

Present		Regrets	Absent
Scotia Kauppi, Chair	Brian Hamilton, Councillor	Allan Hyland	
Katrina O'Neill, Treasurer			
Dr. Brian Schroeder, Director			
Aldo Ruberto, Councillor			

Guests: Ania Berezowski – BDO financials

Minutes:

Item	Description	Action	Responsibility
1.0	Meeting called to order and disclosure of interest – 5:07 no disclosures		
2.0	Approval of Agenda Motion to move 8.0 Moved by: _____ Seconded by: _____	CARRIED	
3.0	Presentations – Ania Berezowski presented the draft audited financial statements. 4 recommendations presented to the board Motion to approve BDO audited financial statements Moved by: _____ Seconded by: _____	CARRIED	
4.0	Confirmation of Previous minutes Moved by: _____ Seconded by: _____	DEFER	
5.0	Business Arising from past minutes		

Item	Description	Action	Responsibility
5.1	<p>Bylaws – The board to review the current bylaws and make recommendations where necessary then present them to the membership at the AGM for approval</p> <p>A working draft of the bylaws have been sent to the board to review, make any necessary recommendations that fit the memberships our current needs</p>	Discussion	
5.2	<p>Insurance quotes were reviewed and direction was given to attain insurance for general Liability and property insurance for the office from Jones & associates</p>	Action	Coordinator- next meeting
5.3	<p>Gillions Insurance</p> <p>Inventory Update – presented by coordinator</p>	Action	Coordinator
5.2	Events Update	Discussion	Kelli Carr to set next Oktoberfest meeting
5.3	<p>Safety and Security Update</p> <p>Security and Patrol in the area. Do we have enough money in the budget for cameras and downtown Security?</p> <p>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.</p>	Discussion	
5.4	<p>Marketing and Promotions Update</p> <p>FWBIA Merchandise to get our name out there</p> <p>Networking and marketing material may include: T-shirts water bottles BIA stickers for business windows, Banners and Roll ups for tables. A budget discussion</p>	Discussion	

