



**FORT  
WILLIAM  
BIA**

## MINUTES

**Board of Management Meeting  
Meeting No: 09-2022**

**Sept 20, 2022**

<b>Present</b>	<b>Regrets</b>	<b>Absent</b>
Scotia Kauppi, Chair	Rachel Reed – Administrative Coordinator	Alan Hyland
Katrina O’Neill, Treasurer		Brian Hamilton, Councillor
Dr. Brian Schroeder, Director		
Aldo Ruberto, Councillor		

Rec

Minutes:

Item	Description	Action	Responsibility
1.0	Meeting called to order 5:13 pm no disclosure of interest		
2.0	APPROVAL OF AGENDA  <b>Moved by: Katrina O’Neill</b> <b>Seconded by: Brian Schroeder</b>	CARRIED	
3.0	APPROVAL OF MINUTES  <b>Moved by: Katrina O’Neill</b> <b>Seconded by: Brian Schroeder</b>	CARRIED	

Item	Description	Action	Responsibility
4.0	<p><b>BUSINESS ARISING FROM PAST MINUTES</b></p> <p>4.1 By-laws Working group will make recommendations and present at next meeting</p> <p>4.2 Insurance Quotes for Office space Motion to Accept The Cooperators Insurance company</p> <p><b>Moved by: Katrina O’Neill    Seconded by: Brian Schroeder</b></p> <p>4.3 Membership Update Associate Membership Application update – 1 Tier only for an annual Fee of \$300 ( Final draft included) Draft provided for amendments</p> <p>4.4 Open House at the New BIA Office Contacts in the BIA are to be 90% complete and updated by October so we can invite the membership and associate members in the area to the Event Office Hours to be set, front door stay unlocked or added to the buzzer system</p> <p>4.5 Bookkeeper Update Quotes needed</p>	<p>ACTION</p> <p>CARRIED</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p>	<p>Brian S &amp; Katrina O’Neill</p> <p>Coordinator</p> <p>Coordinator</p> <p>Coordinator</p>
5.0	<b>STANDING COMMITTEE UPDATES</b>		

Item	Description	Action	Responsibility
5.1	<p><b>Financial and Treasurer’s Report</b> – Katrina O’Neill</p> <p>Check through the board minutes when the purchase of the city planters were approved.</p> <p>Internet- Go over the Lease agreement to confirm Internet is included.</p> <p>2023 Budget Submission</p> <p>*More information on specific financials needed before approval</p> <p><b>Motion to go in Camera</b></p> <p><b>Moved by: Katrina O’Neill Seconded by: Brian Schroeder</b></p> <p><b>Resolution:</b> Treasurer to overlook All invoices and expenditures before sending to the bookkeeper.</p> <p><b>Moved by: Katrina O’Neill Seconded by: Brian Schroeder</b></p> <p><b>Resolution:</b> Define roles and responsibilities of Directors and review Coordinators roles and responsibilities as to not overlap on the daily housekeeping duties of the BIA</p> <p><b>Moved by: Brian Schroeder Seconded by: Aldo Ruberto</b></p> <p><b>Motion to go out of In Camera</b></p> <p><b>Moved by: Katrina O’Neill Seconded by: Brian Schroeder</b></p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p> <p>CARRIED</p> <p>CARRIED</p> <p>CARRIED</p> <p>CARRIED</p>	<p>Coordinator</p> <p>Coordinator</p> <p>Coordinator</p>
5.3	<p>SAFETY AND SECURITY UPDATE</p> <p>Make sure the map the security patrol has is up-to-date and only patrol in our borders.</p> <p>The program has enough in the budget to add more days to the security patrol until December.</p>	<p>Discussion / ACTION</p>	<p>Aldo Ruberto</p>
5.5	<p>REVITALIZATION COMMITTEE UPDATE – N/A</p>		
5.6	<p>COORDINATOR’S REPORT- correspondence provided</p>	<p>N/A</p>	
6.0	<p>NEW BUSINESS</p>		

Item	Description	Action	Responsibility
	<p>6.1 Social Media</p> <p>Social Media posts should be scheduled and consistent.</p> <p>Decide who posts daily and when sharing posts is appropriate.</p>	Discussion /ACTION	Chair/Coordinator
7.0	<p>Next Meeting</p> <p>Tuesday October 11<sup>th</sup> at 5pm</p> <p>Motion for Approval</p> <p><b>Moved by: Aldo Ruberto                      Seconded by: Brian Schroeder</b></p>	CARRIED	
Meeting adjourned at: 7:02 PM			

Submitted by: Raechel Reed – BIA Coordinator