



**FORT  
WILLIAM  
BIA**

## MINUTES

**Board of Management Meeting  
Meeting No: 10-2022**

**Oct 11, 2022**

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

Recording: Raechel Reed – Administrative Coordinator

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 – Recommendations presented and a more in depth discussion and at the next meeting</p> <p>4.2 INSURANCE – Cooperator’s- Chair and Treasurer signed the EFT Insurance Policy Effective Oct 14 2022</p> <p>4.3 ASSOCIATE MEMBERSHIP POLICY UPDATE- As part of the Associate membership policy, advocacy for business once Victoriaville comes down will be extremely important.</p> <p>4.4 OPEN HOUSE- Nov 3 2022 4:30 - 7</p> <p>Brochures- 250 brochures Scotia has already designed them</p> <p>Handouts – Brian Schroeder to run off 100</p> <p>Delivery of handouts and engaging the members and associates</p> <p>Here are our plans, what we offer and how we can advocate for you and your business</p> <p>Invite new councilors and team Chamber CEDC Innovation Centre</p> <p>Refreshments and coffee tea water juice</p> <p>Charcuterie boards- meat cheese crackers vegetable trays – upshot coffeehouse</p> <p>BIA Bucks door prize or gift certificates/ baskets of local BIA merch</p> <p>4.5 BOOKKEEPER- Lynn Gray has agreed to continue on as we navigate through finding a permanent replacement in the new year</p>	<p>ACTION</p> <p>DISCUSSION</p> <p>DISCUSSION</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p>	<p>Katrina O’Neill</p> <p>Brian Schroeder</p> <p>Coordinator</p> <p>Scotia Kauppi</p>
5.0	COMMITTEE REPORTS		

Item	Description	Action	Responsibility
5.1	<p><u>Financial and Treasurer's Report-</u></p> <p>Katrina O'Neil presents 2023 Budget to the board</p> <p>Motion to approve and submit the 2023 Budget overview</p> <p><b>Moved by: Brian Schroeder Seconded by: Katrina O'Neill</b></p>	CARRIED	
5.2	<p>BEAUTIFICATION UPDATE – Brian Hamilton</p> <p>PACE – doing a good job but they need to do a walk through and given a map and give them a full scope of work. Fall preparedness</p> <p>Weeds off the sides of buildings, wash windows, Christmas décor installs, Hanging of the Christmas bows</p>	ACTION	Coordinator/Brian Hamilton
5.3	<p>SAFETY AND SECURITY UPDATE- Aldo Ruberto</p> <p>Security report from 1Northwest Security- detailed report provided</p> <p>Camera program- \$250 reimbursement</p>	DISCUSSION	
5.4	<p>MARKETING AND PROMOTIONS- Scotia Kauppi</p> <p>Christmas marketing campaign- make sure the BIA is in line to advertise before the December deadline</p> <p>November being Shop FW and December being a series of 1/4 page ads profiling members (rather than 2 page spread) so that we get better attention for our members</p>	ACTION  ACTION	Coordinator  Scotia Kauppi
5.5	<p>REVITALIZATION COMMITTEE UPDATE – Scotia Kauppi</p> <p>N/A</p>	N/A	
5.6	<p>COORDINATOR'S REPORT- correspondence provided</p>	DISCUSSION	
6.0	<p>NEW BUSINESS</p>		

Item	Description	Action	Responsibility
	<p>6.1 AGM- Finalized</p> <p>By Laws</p> <p>Board vacancies</p> <p>Food and venue- NYS As a venue? Food drink and space.</p> <p>All AGM business should be presented and done in an hour</p> <p>Contact BDO to make sure a rep is available for their presentation</p>	<p>DISCUSSION</p> <p>ACTION</p>	<p>Coordinator</p>
	<p>6.2 SPONSORSHIP</p> <p>FW Men’s Choir are willing to perform for our Events and happy to put in a quote</p>	<p>DISCUSSION</p>	
	<p>6.3 STAFFING BENEFITS</p> <p>Personal discussion on Staffing benefits</p> <p><b>Motion for In Camera</b></p> <p><b>Moved by: Aldo Ruberto Seconded by: Brian Schroeder</b></p>	<p>CARRIED</p>	
	<p><b>Motion for Out of Camera</b></p> <p><b>Moved by: Aldo Ruberto Seconded by: Brian Schroeder</b></p>	<p>CARRIED</p>	
	<p>6.4 CHRISTMAS LIGHTS</p> <p>Correspondence from former Chair and suggestions on what needs to be done before Winter and Christmas preparedness</p>		
	<p>Get in touch with 5 Star Electric to take a look at the existing lights on the trees in Paterson Park</p>	<p>ACTION</p>	<p>Coordinator</p>
	<p>Angels put up</p> <p>PACE could take on as a winter contract to put bows and boughs on the tree guards in the area</p>	<p>ACTION</p>	<p>Coordinator</p>
	<p>PA available for speeches or intro into the tree lighting ceremony</p> <p>Crafters Christmas Market – Wesley United Victoriaville as a last hoorah</p> <p>12-5 contact Victoriaville management</p>	<p>ACTION</p>	<p>Coordinator</p>
	<p>Christmas Committee – Scotia Kauppi Brian Schroeder Raechel Reed</p> <p>Good Luck and congratulations on your retirement from City Council</p> <p>Aldo Ruberto</p>		

Item	Description	Action	Responsibility
7.0	Next Meeting – November 8th		
Meeting adjourned at: 7:18 PM			

Submitted by: Raechel Reed – BIA Coordinator