



**FORT  
WILLIAM  
BIA**

## MINUTES

**Board of Management Meeting  
Meeting No: 0726-2022**

**July 26, 2022**

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

Guests:

Minutes:

Item	Description	Action	Responsibility
1.0	Meeting called to order and disclosure of interest 5:08pm		
2.0	Approval of Agenda <b>Moved by: Brian Schroeder    Seconded by: Aldo Ruberto</b>	CARRIED	

Item	Description	Action	Responsibility
3.0	<p>Budget Overview: sent electronically</p> <p>*Balance the 2022 Budget and use this as a working document from now until December</p> <p>*The members need to be engaged and updated on what we do and how we are best utilizing their dollars to represent them</p> <p>*Update Members list on our brand new website</p> <p>*Highlight each business – give the board an opportunity to engage and get to know the business owners in the area * take pictures * short videos * mini interview</p> <p>*Create a Social media template to use for the quarterly newsletter. A Spotlight of our down town businesses and monthly highlights.</p> <p>*Identifying the marketing and promotional needs of our members and what advertising avenues work best</p> <p>*Code All receipts and expenditures corresponding to each section in the Budget to show a true reflection of the numbers</p> <p>*The tree lighting event gives the opportunity to promote local - look at securing sponsors, media releases for more exposure and more membership involvement</p> <p>*Need to get a quote from our electrician about the dismantling of the large LED steal Snowflake arch on the West side of Victoriaville on the roof</p> <p>*Increase Maintenance to 12 500</p> <p>*Increase Tree Lighting event to \$4500</p> <p>*Decrease BIA bucks to \$1500 for social media promotions and sponsorships</p> <p>*Decrease Networking budget to \$2500 ( Open House \$1500 &amp; Fall Promo \$1000)</p> <p>Decrease Security to \$8000</p>	<p>DISCUSSION</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p> <p>DISCUSSION</p>	<p>Coordinator</p> <p>Coordinator &amp; Board</p> <p>Brian Hamilton</p> <p>Brian Schroeder</p>

Item	Description	Action	Responsibility
4.0	<p>Board Vacancy: Taylor Green and Kelli Carr resigned from the Board</p> <p>Interim Vice Chair, Scotia Kauppi will succeed Kelli Carr as Interim Chair of the Fort William BIA Board</p> <p>Get in touch with Member to resubmit application</p> <p>Send out email to membership about 2 Board vacancies</p>	<p>ACTION</p> <p>ACTION</p>	<p>Aldo Ruberto</p> <p>Coordinator</p>
5.0	New Business		
5.1	Correspondence letter – Received from an unknown Member of the FWBIA expressing their views on the area	DISCUSSION	
5.2	<p>Maintenance Quotes – Al Hyland declares CONFLICT</p> <p>Pristine Property Maintenance - \$ 1695 tax. incl. per week</p> <p>PACE - \$ 625 + HST per week</p> <p>Motion to Accept PACE Quote for Maintenance Contract 2022</p> <p>Moved by: Brian Hamilton    Seconded by: Aldo Ruberto</p> <p>Contact Georgina from PACE that the BIA awarded them the contract. Coordinate a time to go over the contract and signatures for start date.</p>	<p>CARRIED</p> <p>ACTION</p>	<p>Coordinator&amp; Al Hyland</p>
	Meeting adjourned: 6:53PM		