 Meeting #12-16

Thursday, December 8, 2016

Thunder Bay Live – Victoria Ave

**Minutes**

Attendance – Shelby Ch’ng, Ashley Sauer, Raechel Reed, Craig Nappier, Axel Rhefus, Kathy Skirving, Mike Larizza, Larry Hebert

1. Approval of Agenda

\*Moved – Mike Larizza; Second – Larry Hebert

1. Hiring Temporary Staff – Discussion

\*Deferred until new year

1. Interim Board Tasks

\*Since the departure of Ellen Leiterman, the Board has taken on a few tasks

Raechel and Ashley will be responsible for the holiday dollar program.

Shelby will be responsible for the office move and watching the emails for correspondence.

Ashley will have the BIA phone and take incoming calls.

1. Bookkeeping

\*The Executive will be interviewing Lynn Grey from Bookkeeper4You. She come highly recommended from the Water Front BIA.

1. Banking

\*There was an issue with accessing the accounts from Scotiabank. They still had the old board members listed. This will be cleared up with the manager is back from vacation.

1. Water Front BIA

\*Early discussions have taken place between Shelby Ch’ng and Jim Commuzzi from the Water Front BIA in relation to a possible administrative merge between the two BIA’s. The idea is that currently both BIA’s hire a part-time staff for $20-25K per year. With a combined total and a salaried position it was agreed that we can attract someone with a business/marketing background to run BIA programming.

1. Office Move

\*We have hired Furniture Recycle to do the move.

1. Other Items
2. Next Meeting

\*Thursday, January 12th, 2017 – 5:30pm Thunder Bay Live – Victoria Ave

Meeting Adjourned – Axel Rhefus, Second: Kathy Skirving