

Thursday December 14, 2017

510 Victoria Ave E

8:00am – 10:00am

**Minutes**

***Attendance: Larry Hebert, Aldo Ruberto, Raechel Reed, Mike Larizza, Shelby Ch’ng
Regrets Sent: Ashley Sauer, Robert Tindall, Craig Napper
Recording Minutes: Kristina Belanger***

1. Meeting called to order at 8:22am
2. **Motion to approve agenda**
Moved: Mike Larizza, Second: Raechel Reed
Approved Unanimously
3. **Motion to approve of minutes of Thursday, November 9**
Moved: Aldo Ruberto, Second: Raechel Reed
Approved Unanimously
4. **Motion to approve minutes of Friday, November 24**
Moved: Larry Hebert, Second: Raechel Reed
Approved Unanimously
5. **Motion to approve minutes of Wednesday, November 29**
Moved: Raechel Reed, Second: Aldo Ruberto
Approved Unanimously
6. **Motion to approve finances for November 2017**
Moved: Aldo Ruberto, Second: Mike Larizza
Approved Unanimously
7. **Motion to pass the following line item changes:**
	* Move $2,291.63 from BIA Dollars to Cash Sponsorships
	* Move $7,000 from Repairs and Maintenance to Beautification
	* Move $3,000 from Coordinator Payroll to Bookkeeping
	* Move $14,000 from Maintenance to Beautification
	* Move $7,000 from Rent to Storage
	Moved: Mike Larizza, Second: Larry Hebert
	Approved Unanimously
8. Larry Hebert to sit on the planning committee for Doors Open Thunder Bay as a representative of the Fort William BIA
**Action Item: Kristina to notify Laurie Abthorpe**
9. **Motion to approve a $200 honorarium for Shalini for her work on Winter-Ville in Vic-Ville**
Moved: Mike Larizza, Second: Raechel Reed
Approved Unanimously
10. **Motion to approve up to $4,000 in expenditures to get Patterson Park lit (electrician bill and additional lighting)**
Moved: Raechel Reed, Second: Larry Hebert
Approved Unanimously
11. Amended budget submission prepared by the executive committee and the BIA bookkeeper was presented to the board. Excerpt from budget submimssion:

**Fort William BIA Budget for 2018**

Taxes Levied

Construction & Beautification $ 27,000.00

Administration (payroll/outside contracts/audit) $ 33,000.00

 $ 60,000.00

City of Thunder Bay Contributions

Construction & Beautification $ 27,900.00

Media (social, website, radio & print) $ 17,000.00

Administration (fixed costs) $ 12,900.00

Adminstration (other) $ 2,200.00

 $ 60,000.00

**Total Budget Request for 2018 $120,000.00**

**Motion to approve amended budget submission, and request matching dollars for the Façade Incentive from the City in a separate deputation**
Mover: Mike Larizza, Second: Raechel Reed
Approved Unanimously
**Action Item: Kristina Belanger to contact Lauren Paradis with the amended budget letter, along with the minutes of the meeting. Kristina to inquire as to the process for requesting the deputation**

1. Date for General Membership Meeting set for Friday, January 19th from 5-7pm
**Action Item: Kristina Belanger to contact John Hannam to see if he’s available to attend our meeting, and to ask for his help on preparing a statement regarding the intent and purpose of the meeting**
2. Discussion on replacing Coordinator position
**Action item: Shelby Ch’ng to contact Jim Commuzzi from Waterfront District to talk about sharing resources between the two BIAs, and propose an informal joint board meeting
Action Item: Kristina Belanger, Shelby Ch’mg and Raechel Reed to post Coordinator job**
3. Discussion was had regarding the Chair position. The goals of the current chair have been met since the 2016 election, and with a new Coordinator starting in the new year, it was suggested that a change in Executive positions occur now to align with the new hire. Elections will still occur again in February 2018.
**Motion that Shelby Ch’ng and Raechel Reed step down from their positions of Chair and Vice Chair respectively**
Moved: Mike Larizza, Second: Larry Hebert
Approved Unanimously
**Motion to elect Raechel Reed as Chair and Shelby Ch’ng as Vice Chair**Moved: Aldo Ruberto, Second: Larry Hebert
Approved Unanimously
4. Standing Items – Strategic Planning Updates:
	* Security & Safety (Mike & Robert)
	No updates
	* Branding (Shelby)
	No updates
	* Advocacy (Larry)
	No updates
	* Communication & Marketing (Raechel)
	No updates
	* Engagement (Craig)
	No updates
	* Beautification (Mike & Robert)
	**Action Item: Mike Larizza to prepare a statement to show the cost difference between contracting MD Lawncare and having a maintenance employee and storage area for equipment
	Action Item: Raechel Reed to look into the sale of BIA tractor**
	* Governance (Shelby/Executive)
	No updates
5. Next Meeting January 11, 2018 at 5pm
6. Meeting adjourned at 9:14am