 **MINUTES**

**Board of Management Meeting Jan 10, 2023 Meeting No: 01-2023**

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| **Present Regrets** | | | **Absent** |
| Scotia Kauppi, Chair |  | Rajni Agarwal, Councillor |  |
| Katrina O’Neill, Treasurer |  |  |  |
| Dr. Brian Schroeder, Director |  |  |  |
| Allan Hyland- Director |  |  |  |

Recording: Raechel Reed – Administrative Coordinator

Minutes:

| Item | Description | Action | Responsibility |
| --- | --- | --- | --- |
| 1.0 | Meeting called to order 5:39 pm no disclosure of interest |  |  |
| 2.0 | APPROVAL OF AGENDA  **Motion- 01- 2023**  **Moved by: Al Hyland Seconded by: Dr. Schroeder** | CARRIED |  |
| 3.0 | APPROVAL OF MINUTES  **Motion- 02- 2023**  **Moved by: Dr. Schroeder Seconded by: Katrina O’Neill** | CARRIED |  |
| 4.0  5.0 | |  | | --- | | BUSINESS ARISING FROM PAST MINUTES  4.1 BY-LAWS – By-Law/Constitution 2015/17  No quorum at the AGM to approve recommendations but it gives time for us to establish a working group and invite past president to sit on it to provide more guidance.    4.2 Board of Director Vacancy Overview:  Tony DiPaolo – Monty’s Joint, Property/Business Owner  Jackie Laderoute- The Book Shelf, Business Owner  Brian Phillips- Victoriaville Board of Management, Non Member  **Motion-03-2023**  Approval of Board of Director Applications  **Moved by: Brian Schroeder Seconded by: Al Hyland**  4.3 STAFFING BENEFITS-  Katrina O’Neill to inform Bookkeeper Lynn Gray, the Coordinator will change to Salary beginning the second pay period in January. |   COMMITTEE REPORTS  5.1 Financial and Treasurer’s Report-  **Motion-04-2023**  Approval of Finances Oct- Dec 2022 Financial  **Moved by: Dr. Schroeder Seconded by: Al Hyland**  Katrina O’Neill goes over the budget and surpluses.  **Motion-05-2023**  That the Surplus be split 75% and 25% with future discussions on where those funds will be allocated when the new board is approved  **Moved by: Al Hyland Seconded by: Dr. Schroeder**  5.1a) Valentine Day Campaign will be a good promotion to run during the dead times  Possible packages to giveaway. Equal to $1000 consisting of Flowers Jewelry Dinner for 2? etc.  Utilize the ballot boxes from the Shop Fort William Campaign  b)Reach out to Dougall Media to help put together an advertising package running for 2 weeks  c) Chair will put together correspondence and poster. Coordinator to take to businesses to get a better idea of there is interest.  **Motion-06-23**  Approve a budget of $2500 Valentines Shop Fort William Campaign  **Moved by: Al Hyland Seconded by: Dr. Schroeder** | **CARRIED**  **CARRIED**  **CARRIED**  DISCUSSION  ACTION  ACTION  **CARRIED** | KATRINA O’NEILL  CHAIR/ COORDINATOR |
|  | 5.2 BEAUTIFICATION UPDATE  a)Look at other companies to help provide maintenance and clean up in the area  b)PACE does a great job but limited to what they can provide and in a timely fashion  c)Take the Christmas decorations down in the Parkette and store them before any damage happens  d) Lights in Paterson Park- a future discussion needs to be had with the City | DISCUSSIO**N** |  |
|  | 5.3 SAFETY AND SECURITY UPDATE  Confirm the contract is up and once the new board begins they can decide on moving forward with it. | DISCUSSION |  |
|  | 5.4 MARKETING AND PROMOTIONS  a) Event planning  b) Advertising | DEFER |  |
|  | 5.5 REVITALIZATION COMMITTEE UPDATE  Urban Heritage Development is the deciding option when Victoriaville is taken down. | DISCUSSION |  |
|  | 5.6 COORDINATOR’S REPORT- correspondence provided | DISCUSSION |  |
| 6.0 | NEW BUSINESS |  |  |
|  | 6.1 AGM 2022  a)No quorum at the AGM  b)Follow up with the city on what the next steps to ratify all of things we didn’t get done at the AGM  Working to make sure quorum is met at next membership meeting  c) New Board members should have a Welcome Package that has everything they need to get prepared for the next board meeting.  Sign code of conduct and conflict of interest guidelines | DISCUSSION  ACTION  ACTION | COORIDINATOR  COORDINATOR |
|  | NEXT MEETING  Feb.14th at 5pm at BIA \Office  **Motion -7-2023**  Meeting Adjourned at 6:42pm  **Moved by: Scotia Kauppi Seconded by: Katrina O’Neill** | CARRIED |  |
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