 **MINUTES**

**Board of Management Meeting Feb 21, 2023 Meeting No: 02-2023**

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| **Present Guests Regrets** | | | **Absent** |
| Scotia Kauppi, Chair | Tony DiPaolo | Dr. Schroeder - Director |  |
| Katrina O’Neill, Treasurer | Brian Phillips |  |  |
| Rajni Agarwal- Councillor / Zoom | Jackie Laderoute |  |  |
|  | Kari Audziss – Dougall Media |  |  |

Join Zoom Meeting [https://urldefense.com/v3/\_\_https://us06web.zoom.us/j/87651554551\_\_;!!F0q8lA8QVXq1TQo!slolCa-qf15g8zujBxZN1k0D2YdQNHN9de5\_cXk6yvMhEhKVVJee1J0ZLnBVA2259KAUKNIcl0nG1FC7WFA0SJsh7YmssgKSRD1tQaU$](https://urldefense.com/v3/__https:/us06web.zoom.us/j/87651554551__;!!F0q8lA8QVXq1TQo!slolCa-qf15g8zujBxZN1k0D2YdQNHN9de5_cXk6yvMhEhKVVJee1J0ZLnBVA2259KAUKNIcl0nG1FC7WFA0SJsh7YmssgKSRD1tQaU$)  
Meeting ID: 876 5155 4551  
Recording: Raechel Reed – Administrative Coordinator

Minutes:

| Item | Description | Action | Responsibility |
| --- | --- | --- | --- |
| 1.0 | Meeting called to order 5:05 pm no disclosure of interest |  |  |
| 2.0 | APPROVAL OF AGENDA  **Motion- 08- 2023**  **Moved by: Katrina O’Neill Seconded by: Scotia Kauppi** | **CARRIED** |  |
| 3.0 | APPROVAL OF MINUTES - 01.10.23  Defer  Councillor Agarwal was not available for the January meeting.  Will have to wait until next meeting to approve with Dr. Schroeder in attendance. | DEFER |  |
| 4.0 | BUSINESS ARISING FROM PAST MINUTES  4.1 Board packages and binders  Terms of Reference needed for committees  If the board have ideas on how we can work more efficiently let us know    4.2 Event Planning:  Mini markets going on all summer  Set a separate marketing and promotions meeting.  4.3 Advertising – All advertising to be deferred until events for the year are determined | DISCUSSION  DEFER |  |
| 5.0 | COMMITTEE REPORTS |  |  |
|  | 5.1 Financial and Treasurer’s Report- Katrina O’Neill  **Motion-09-2023**  Approval of Finances – #01-2023  **Moved by: Katrina O’Neill Seconded by: Scotia Kauppi** | **CARRIED** |  |
|  | 5.2 Beautification  Patio Applications- Inquire to the city when the start dates for applications are.  Councillor Agarwal suggests members getting help to fill out the necessary paperwork  Flowers – write up a quote for flowers to fill hanging baskets, planters and flower gardens along with dimensions and send to Brian Phillips and Councillor Agarwal.  Send request for quotes to: Bill Martin’s Nursery, Trevissanutto’s, Landale’s and Creekside Nursery  Options for perennials would be cheaper in the long run and be kept over winter in the flower gardens  Contractors will usually give better deals if you sign up for  Contact Kelli Carr from Switzer Floral for quotes to fill the hanging baskets or the 16 planters | DISCUSSIO**N**  **ACTION**  **ACTION**  DISCUSSION  **ACTION** | COORDINATOR  COORDINATOR  COORDINATOR |
|  | 5.3 Safety and Security  **Motion-10-2023**  Approval of Security Camera Reimbursements  1. Multee Media Corp- $194.08  2. NYS- $250  Total $444.08  **Moved by: Katrina O’Neill Seconded by: Rajni Agarwal** | **CARRIED** |  |
|  | 5.4 Marketing and Promotions  Set up a separate meeting to discuss | DISCUSSION |  |
|  | 5.5 Revitalization Committee Update  The Revitalization Open House to the stakeholders will take place in April.  Chair Scotia will have a review at the next meeting  16 000 000 needed for the project  To date approx. 4.8 million has been raised  Contact Clean Green and Beautiful , strike up a conversation and see if the bia can split the resources  There could be funding options to Enhance Paterson Park and redo the fountain with color changing lights. It could be supported by the BIA  Anchor – An offsite Campus like a broadcasting/media hub in FW | DISCUSSION |  |
|  | 5.6 Coordinators Report- correspondence provided  Addressing the homelessness toolkits and how the FWBIA could help and simplify the toolkit in an easy to read way and put it together for our members.  Connecting with members like a lunch and learn or workshop  A badge of honor explaining | DISCUSSION |  |
| 6.0 | NEW BUSINESS |  |  |
|  | 6.1) $1000 Request for sponsorship- TBAY Modular floors  $3500 fly in fishing weekend trip. Radio Print Tv advertisements  Shop Fort William enter to win by filling out a ballot.  Minimum purchase required at any retail store in the BIA  Coordinator to go back and talk to Tbay Modular floors and get more details on how it will work for the BIA  A) Coldest night of the Year -Sponsorship request for any type of donations or prizes for the Fundraiser  Wasn’t enough time for the board to decide as its 4 days away  6.2) FWBIA Committees- Assign heads to each committee  Beautification- Brian Phillips Rajni Agarwal  Marketing & promos- Scotia Kauppi  Parking Authority- Jackie Laderoute  Safety & Security- Tony DiPaolo  Policy and Bylaw to be added to the committees – Dr. Brian Schroeder  6.3) Summer Students – YES Employment would be great but the marketing and promotions  6.4) Volunteer Thunder bay doesn’t recruit active volunteers  Its intended for Volunteer coordinators  6.5) Earth Day a great way to attract people to come down town  April 22nd – Earth Day  Rajni suggests a “ reduce reuse recycle event  A separate meeting to be had to discuss who we need to contact and bring the information to next meeting.  Contact all the necessary organizations who would fit the Earth Day narrative Enviro shred  Junk a way | DISCUSSION  **ACTION**  DISCUSSION  DISCUSSION  DISCUSSION  ACTION | COORDINATOR  COORDINATOR |
| 7.0 | NEXT MEETING: March 13 2023 at 5pm in the BIA Office  **Motion-11-2023**  Meeting adjourned at: 6:20 PM  **Moved by: Scotia Kauppi Seconded by: Dr. Brian Schroeder** | CARRIED |  |
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