 **MINUTES**

**Board of Management Meeting May 16, 2023 Meeting No: 05-2023**

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| **Present Regrets** | | | **Absent** |
| Katrina O’Neill- Chair |  | Scotia Kauppi |  |
| Dr. Brian Schroeder- Director |  | Tony DiPaolo |  |
| Jackie Laderoute- Director |  |  |  |
| Rajni Agarwal- Councillor |  |  |  |

Recording: Raechel Reed – Administrative Coordinator

Minutes:

| Item | Description | Action | Responsibility |
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| 1.0 | Meeting called to order at 5:30 pm no disclosure of interest |  |  |
| 2.0 | APPROVAL OF AGENDA  **Motion- 20- 2023**  Motion to approve Agenda 05-2023  **Moved by: Jackie Laderoute Seconded by: Dr. Schroeder** | **CARRIED** |  |
| 3.0 | APPROVAL OF MINUTES  **Motion- 21- 2023**  Motion to accept and approve Meeting minutes No: 04-2023  **Moved by: Dr. Schroeder Seconded by: Jackie Laderoute** | **CARRIED** |  |
| 4.0 | BUSINESS ARISING FROM PAST MINUTES  4.1 Vacant Properties- Showcasing vacant properties for rent on the BIA website and social media’s will give property owners more avenues to advertise and promote their rental spaces.  Rajni to work with coordinator on finalizing the rentals website details and bring it to the next meeting  \* send out email blast to membership when it goes live.  \* if businesses want to add their listings contact coordinator with the necessary information pictures and details  4.2 Strategic Plan – Katrina O’Neill  \* Be strategic and focus oriented, on the goals we want to accomplish for the year  \* The board needs to better connected to the membership and bridging those gaps are important  \* The area has a large majority of social services organizations and health services  \* Break them up into sectors and promote 1 business a week  \* Continuous monthly messaging for the members is key  \* Provide education and support to the membership through training sessions, coffee talks, after hours socials and speakers panels  \* Planning for Christmas needs to start sooner and finalized by October. That way we aren’t in a rush and all logistics can be planned out properly  4.3 Parking and Accessibility – All letters or documentation sent on behalf of the BIA must be proofread and approved by the board as a general consensus. | ACTION  DISCUSSION  DISCUSSION  DISCUSSION | COORDINATOR |
| 5.0 | COMMITTEE REPORTS  5.1 Financial and Treasurer’s Report- Katrina O’Neill | DEFER |  |
|  | 5.2 BEAUTIFICATION – Rajni Agarwal  The arch needs to come down from Victoriaville Rajni suggests submitting an application to The Clean Green and Beautiful committee. Quotes are requested  1. Cost to dismantle the Arch – 5 Star Electric  2. Cost to refurbish it- PACE  3. Cost to set it up in Paterson Park- 5 Star Electric  **Motion**- **22**- **2023**  Motion to submit an application to the Clean Green and Beautiful Committee for the removal repair and installation of the Arch above Victoriaville in Paterson Park  **Moved by: Jackie Laderoute Seconded by: Dr. Schroeder**  **Motion- 23- 2023**  Motion to submit a second application to the Clean Green and Beautiful Committee for the potted trees and extra flowers.  **Moved by: Jackie Laderoute Seconded by: Dr. Schroeder**  Flowers- Creekside Nursery are providing the flowers to fill the hanging baskets and the Horticulture society are planting the flowers.  Top soil you can get a trailer and fill up on free compost. If not top soil for the baskets is around $300  **Motion- 24- 2023**  Motion to approve $2500 for flowers from Creekside Nursery  $300 for top soil and a $500 honorarium for The Horticulture Society of Thunder Bay for planting the flowers.  **Moved by: Dr. Schroeder Seconded by: Jackie Laderoute** | ACTION  **CARRIED**  **CARRIED**  **CARRIED** | Rajni Agarwal & Coordinator |
|  | 5.3 SAFETY AND SECURITY UPDATE  Cor Officers would like to meet with the board and discuss safety.  Set up to meet June 6th at 1 pm if that works for them | DISCUSSION  ACTION | COORDINATOR |
|  | 5.4 MARKETING AND PROMOTIONS – Scotia Kauppi | DEFER |  |
|  | 5.5 REVITALIZATION COMMITTEE UPDATE – Scotia Kauppi | DEFER |  |
| 6.0 | NEW BUSINESS  6.1 Executive Board Elections | DEFER |  |
| 7.0 | NEXT MEETING  June 13th at 5pm in the BIA \Office  **Motion-25-2023**  Meeting adjourned at: 6:36 PM  **Moved by: Jackie Laderoute Seconded by: Katrina O’Neill** | CARRIED |  |
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