 **MINUTES**

**Board of Management Meeting July 11, 2023 Meeting No: 07-2023**

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

Recording: Raechel Reed- FWBI Coordinator

Minutes:

| Item | Description | Action | Responsibility |
| --- | --- | --- | --- |
| 1.0 | Meeting called to order at 5:20 pm no disclosure of interest |  |  |
| 2.0 | APPROVAL OF AGENDA  **Motion - 33-2023**  Motion to approve Agenda 07-2023  **Moved by: Katrina O’Neill Seconded by: Dr. Schroeder** | **CARRIED** |  |
| 3.0 | APPROVAL OF MINUTES- Minutes -05-2023 & Minutes-06-2023  **Motion- 34-2023**  Motion to approve and accept meeting minutes 05-2023 & Minutes 06-2023  **Moved by: Katrina O’Neill Seconded by: Tony DiPaolo** | **CARRIED** |  |
| 4.0 | BUSINESS ARISING FROM PAST MINUTES  4.1 The Clean Green and Beautiful Committee approved 2 of 3 applications from the BIA  a) $7500 to dismantle, refurbish and install the Gateway/ Archway at Paterson Park  b) $5000 to help offset the cost for new BIA banners.  Come up with innovative designs to advertise different sectors of the BIA on the banners eg. A giant coffee cup signifying café or a retail marker or restaurant marker  Make sure that all correspondence, applications and media releases sent out from The FWBIA must be pre- approved from the board before submission.  Ensure that all applications sent to Clean Green Beautiful are scanned and put in our records  4.2 Vacant Properties listings- The rentals page has been finalized  Put a disclaimer at the top to let the members know we are only promoting the spaces as advertised.  Mailchimp the members notifying them of the new rentals page on our website giving our property owners more avenues to promote their vacant spaces  4.3 Doodle poll clarification –  Back to School – Welcome to Thunder Bay – How do we attract the new students coming back to school  Small business development  Who is your demographic?  Who do you think your customer base is?  4.4 Monthly schedule- Coordinator  Communications and weekly tasks implemented by the coordinator.  Setting a weekly schedule helps to stay on task and accomplish the goals set out for the month ahead.  4.5 City taking down ALL banners across the city to make room for the Winter Games Banners going up around the area in late September and taken down after the Games in February.  Get in touch with the city and ask if we can leave half of our banners up in the FWBIA as we would like to continue to promote our area. | **DISCUSSION**  **ACTION**  **ACTION**  **ACTION**  **DISCUSSION/**  **ACTION**  **ACTION** | COORIDINATOR  COORDINATOR  COORDINATOR  COORDINATOR  RAJNI AGARWAL |
| 5.0 | COMMITTEE REPORTS  5.1 Financial and Treasurer’s Report- Katrina O’Neill  **Motion- 35-2023**  Motion to approve and accept the June Financials report  **Moved by: Scotia Kauppi Seconded by: Dr. Schroeder** | **CARRIED** |  |
|  | 5.2 BEAUTIFICATION –  a) PACE contract is not consistent attached is the new Maintenance agreement.  Katrina O’Neill to reach out to a contact who may be interested in the Maintenance of the area and email her the agreement.  b)Banners- Jackie and Raechel are to go over the aboriginal letter to the elders and finalize it  c) Flower Maintenance quotes  CF Contracting – Quote: $2000/ Monthly  R&J Outdoors- Quote: $1360/ Monthly  **Motion-36-2023**  Motion to approve and award the Flower Maintenance quote to R&J Outdoors.  **Moved by Jackie Laderoute Seconded by: Scotia Kauppi** | **ACTION**  **ACTION**  **DISCUSSION**  **CARRIED** | **KATRINA O’NEILL**  COORDINATOR |
|  | 5.3 SAFETY AND SECURITY UPDATE – Katrina O’Neill  a) 1Northwest Update: offering same contract as before, same peak times and days  Uniformed security guard rate is $25/hour, and to add a vehicle the rate is $8/hour.  **Motion 37- 2023**  Motion to approve 1Northwest Security quote for down town security.  **Moved by Katrina O’Neill Seconded by: Tony DiPaolo** | DISCUSSION  **CARRIED** |  |
|  | 5.4 MARKETING AND PROMOTIONS - Scotia Kauppi  a) Advertising for Cluedupp games- The Facebook events page has been created for people to sign up.  b) Sociable Thunder Bay- Invite Brooke from Sociable Thunder Bay to meet with the board to talk about a possible advertising or marketing event in the FWBIA.  c) No plastic policy for businesses –   * How do we come up with solutions for small businesses in the area? * It should be up to each business to get quotes for reusable bags. * Bulk buying from Uline, Lowerys etc   d) Put together a poll to the members who want to order bags  e) Once that information is collected Jackie will put together price points for the group buy.  4) Mining Convention 2 days in September – Contact the gardens and see if the FWBIA can connect with them. | **ACTION**  **ACTION**  ACTION  ACTION  ACTION | SCOTIA KAUPPI  SCOTIA KAUPPI  COORDINATOR  J.LADEROUTE  RAJNI AGARWAL |
|  | 5.5 REVITALIZATION COMMITTEE | DEFERRED |  |
|  | 5.6 PARKING – Scotia Kauppi  The chamber helped Switzer Floral receive a loading zone outside her business.  How do we advocate for the unpaid tickets that Kelli had to absorb during Covid.  We need to start talking about promoting the parking locations in the BIA area once demolition begins the businesses and public need to be made aware of the available parking. |  |  |
| 6.0 | NEW BUSINESS  6.1 Election of Executive  Elections for the Executive board were held and we congratulate the following:  Chair: Dr. Brian Schroeder  Vice Chair: Scotia Kauppi  Treasurer: Katrina O’Neill  6.2 Sencan mining Expo- 300 booths , 3-5 people per booth   * The amount of people that will be attending is a big deal * Talk to property owners and see if there is event spaces in the area for Sencan to utilize while here for possible conferences or seminars off Gardens property but still in the area. * Make lists of cafes and eateries in the area and promote them during the expo * Look at the billboard at the gardens see how we can get the word out | **ACTION**  **ACTION** | COORDINATOR  RAJNI AGARWAL |
| 7.0 | NEXT MEETING  August 8th at 5pm in the BIA \Office  **Motion-38-2023**  Meeting adjourned at: 6:53 PM  **Moved by: Jackie Laderoute Seconded by: Tony DiPaolo** | CARRIED |  |
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