MINUTES

Board of Management Meeting **April 22, 2025**

Meeting No: 04-2025

Present		**Regrets**	**Absent**
Aldo Ruberto- Chair			
Tony DiPaolo- Vice Chair			
Jennifer Hoard- Director			
Rajni Agarwal- Councillor/Treasurer			

Recording: Administrative Coordinator- Raechel Reed

Minutes

Item	Action	Responsibility
1.0 CALL MEETING TO ORDER- 2.0 The meeting was called to order at 5:30 PM by Chair Aldo Ruberto.		
2.0 APPROVAL OF AGENDA- 04-2025 **Motion-15-2025** Motion to Approve April Agenda 04-2025 **Moved by: Jennifer Hoard Seconded by: Tony DiPaolo**	**CARRIED**	
3.0 Approval of Previous Minutes **Motion-16-2025** Motion to approve meeting minutes #03-2025 **Moved by: Rajni Agarwal Seconded by: Tony DiPaolo**	**CARRIED**	
4.0 BUSINESS ARISING FROM PAST MINUTES 4.1 Flower update Tony is picking up the flower baskets and delivering them to Creekside for planting. 4.2 Museum update - working with CEDC to get the walking tour up		

Item	Action	Responsibility
on their website and embed to our website. Coordinator to write up all the captions for each high-resolution photo for the vinyl coverings. 4.3 Secondary lighting update- a) The project has been approved, with funding reallocated. b) An update email was sent to stakeholders, but progress is stalled pending city approval for solar lighting fixtures. c) An application for additional beautification funding is due May 4, 2025.		
5.0 COMMITTEE REPORTS -update		
5.1 Financial and Treasurer's Report- See Financials **Motion-17-2025** Motion to approve January and February 01-2025 & 02-2025 Financials and Reconciliation and Defer March Financials. **Moved by: Tony DiPaolo Seconded by: Jennifer Hoard**	**CARRIED**	
5.2 <u>BEAUTIFICATION</u> a) Flower Program – Send out a call for quotes and take pictures of the large poles so the contractor has an idea of the scope of the hanging of the flower baskets. *Secure quotes for grass cutting and weed whacking. **Motion-18-2025** Motion to secure quotes for flower maintenance grass cutting and weed whacking. **Moved by: Tony DiPaolo Seconded by: Jennifer Hoard** b) Solar Lighting for 4 Directions indigenous banners- Decision to prioritize securing CGB funding for four solar lights to be installed over 4 Directions Indigenous Panels throughout Fort William and 12 banner arms to fit the XXXL Banners we received in error. **Motion-19-2025** Motion to write a CGB funding application for four solar lighting fixtures and 12 banner arms for purchase and install.	**CARRIED**	

Item	Action	Responsibility
Moved by: Jennifer Hoard Seconded by: Tony DiPaolo		
5.3 SAFETY AND SECURITY a) A joint safety and security meeting is scheduled for April 25, 2025, at 2:00 PM at the CEDC Office to address city wide safety and security. b) Met with Police Chief Fleury to discuss downtown Fort William and how we can work together in the upcoming months. c) NOMADS (Hells Angels Affiliate) moved in beside the BIA Office on May street inside the Business District. There was an open house held with SWAT making sure the streets weren't disrupted. Chair Aldo Ruberto will pop in for a visit to introduce himself.	DISCUSSION **ACTION**	ALDO RUBERTO
5.4 MARKETING AND EVENTS a) The BIA needs to apply for 50 000 in funding through the CEDC Tourism event fund. *Dave Valente has the large stage for the event enquire with him to get costs and quotes *Contact equipment world for sponsors *Work on the bikers and food and the theme b) Event planning committee meet Tuesday May 6th 2025 1pm we have a meeting to fill out the rest of the application for the funding. c)A Website and social media need to be done. * Ask if there is digital marketing dollars separate from the CEDC application	DISCUSSION **ACTION**	COORDINATOR
6.0 NEW BUSINESS a) Kam River Encampment – email the membership b) Issues reported with overflowing garbage bins and broken locks along Victoria Avenue between Brodie and May st. Get in touch with road maintenance, including salt use and vacuuming, requires coordination with Jason Sherband.	**ACTION** **ACTION**	COORDINATOR ALDO RUBERTO
6. 0 **NEXT MEETING** **Motion-20-2025** May 13, 2025		

Item	Action	Responsibility
Moved by: Tony DiPaolo Seconded by: Jennifer Hoard	**CARRIED**	
7.0 Adjournment 7:52pm		