# MINUTES

**Board of Management Meeting** **Wed, May 14, 2025**

**Meeting No:05-2025**

| **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-<br><br>The meeting was called to order at 6:10 PM | | |
| 2.0 APPROVAL OF AGENDA-<br><br>**Motion-21-2025**<br><br>Motion to Approve Agenda 06-2025<br><br>**Moved by: Jennifer Hoard Seconded by: Tony DiPaolo** | **CARRIED** | |
| 3.0 Approval of Previous Minutes<br><br>**Motion-22-2025**<br><br>Motion to approve meeting minutes #05-2025<br><br>**Moved by: Rajni Agarwal Seconded by: Tony DiPaolo** | **CARRIED** | |
| 4.0 BUSINESS ARISING FROM PAST MINUTES<br><br>4.1 **Kam River Park Encampment** | | |

| Item | Action | Responsibility |
|---|---|---|
| 4.2 **Parking Report**. - the parking report has been sent out by the city.<br><br>Contact Kayla Dixon and ask her when will signage and directional signs for detours and closed storefronts during construction and the take down of Victoriaville be put up?<br><br>b) where will the equipment be located during construction and will it impede the area?<br><br>4.3 **AGM**<br>a) May 28th @ 6:30PM – send out an immediate newsletter sent to the membership and stakeholders informing them on the AGM date, time, location and Agenda<br><br>b) set up the office enough chairs to accommodate 25 + people<br>- set up refreshments and beverages<br>-make sure all A/V equipment is in working order<br><br>c) Meeting with Chair Ruberto – AGM Agenda | DISCUSSION<br><br>ACTION<br><br>ACTION<br><br>ACTION | <br><br>COORDINATOR<br><br>COORDINATOR<br><br>COORDINATOR |
| 5.0 COMMITTEE REPORTS -update | | |
| 5.1 Financial and Treasurer's Report- See Financials<br><br>**Motion-23-2025**<br><br>Motion to approve March and April Financials and Reconciliation<br><br>03-2025 & 04-2025<br><br>**Moved by: Tony DiPaolo Seconded by: Jennifer Hoard** | **CARRIED** | |
| 5.2 <u>BEAUTIFICATION</u><br><br>a) CGB Reports-<br><br>Write up a 4 Directional Panels- Release Forms/ Agreement form between the building owner and the FWBIA<br><br>**Motion-24-2025**<br><br>Motion to write an agreement between the building owner and the FWBIA for 4 Directional Panel install<br><br>**Moved by: Jennifer Hoard Seconded by: Rajni Agarwal**<br><br>b) Send High-Res photos to Graphics North asap. It would be nice to | **CARRIED** | |

| Item | Action | Responsibility |
|---|---|---|
| show the membership what the final vinyl posters would look like on the windows for the AGM | | |
| 5.3 SAFETY AND SECURITY<br><br>a) BIA's and Associations have been having joint safety and security meetings at the CEDC office since January to address city wide safety and security.<br>- the discussions have been broad and factual based and the FWBIA have been a strong advocate for years to push for these conversations<br>b) Graffiti removal- Amanda Greenwood has her WSIB and her workers covered to help remove graffiti in the area. | DISCUSSION<br><br>ACTION | COORDINATOR |
| 5.4 MARKETING AND EVENTS<br><br>a) The Bike and Shine applications need to be filled up asap.<br>The event planning committee meets Tuesday May 20th, 2025, 1pm to fill out the rest of the application for the funding.<br>c)A Website and social media need to be built and reviewed | ACTION | EVERYONE |
| 6.0 NEW BUSINESS | | |
| 7.0 **NEXT MEETING**<br><br>**Motion-25-2025**<br><br>June 10, 2025<br><br>**Moved by: Rajni Agarwal Seconded by: Jennifer Hoard** | **CARRIED** | |
| 8.0 Adjournment 7: 45pm | | |