MINUTES

Board of Management Meeting **Wednesday June 11, 2025**

Meeting No:06-2025

Present		**Regrets**	**Absent**
Aldo Ruberto- Chair		Josh Gillingham- Interim Director	
Tony DiPaolo- Vice Chair		Steve Fraser- Interim Director	
Rajni Agarwal- Councillor/Treasurer			
Crystalle Mouland- Interim Director			

Recording: Administrative Coordinator- Raechel Reed

Minutes

Item	Action	Responsibility
1.0 CALL MEETING TO ORDER- The meeting was called to order at 5:40 PM		
2.0 APPROVAL OF AGENDA- **Motion-26-2025** Motion to Approve Agenda 06-2025 **Moved by:** **Seconded by:**		
3.0 Approval of Previous Minutes **Motion-27-2025** Motion to approve meeting minutes #05-2025 **Moved by:** **Seconded by:**		

Item	Action	Responsibility
4.0 <u>BUSINESS ARISING FROM PAST MINUTES</u> 4.1 AGM Overview: The board reviewed feedback and outcomes from the AGM. a) a great turnout all together with a lot of positive discussion for the area and updates on what we have done so far for the community. 4.2 Parking Update - the parking report has been sent out by the city. Colliers will update the BIA on signage and directional signs for detours and closed storefronts during construction and the take down of Victoriaville be put up? b) where will the equipment be located during construction and will it impede the area? 4.3 Garbage Cans a) Waste management and street cleaning are being improved through increased resources and coordinated efforts. - Maintaining consistent landscaping and addressing issues like damaged garbage cans are key concerns. 4.4 Rental Spaces- **Motion- 28-2025** Motion to Approve relocating the BIA Office to the Caledonia Building **Moved by:** **Seconded by:**	DISCUSSION ACTION DISCUSSION	COORDINATOR
5.0 COMMITTEE REPORTS -update		
5.1 Financial and Treasurer's Report- See Financials a) The current funds available in the BIA account are approximately $50,000, with some amounts already allocated for specific projects. -Expenditures from the previous year are discussed, indicating a need for careful budget management for upcoming events. **Motion-29-2025** Motion to approve Financials and Reconciliation #06-2025 **Moved by:** **Seconded by:**		

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5.2 BEAUTIFICATION a) CGB Updates- Banner Installation and Maintenance - Issues include broken banner arms, requiring replacements and installation, and disagreements with the city regarding responsibility for installation. - Obtain quotes, determining sizes of banner arms, and securing agreements with building owners for banner placement. b) Vinyl Banners- Design with borders to send back to North Graphics * Write up a 4 Directional Panels- Release Forms/ Agreement form between the building owner and the FWBIA. * have we received approvals of all 4 panels? Who is putting them up on the buildings? c) Graffiti Removal Project - A graffiti removal program is discussed, with a budget of $4000. - further research indicates the need for a contractor or individual to handle the removal is addressed, along with concerns about liability and damage to property - Secure permissions from property owners and establish clear agreements regarding responsibility for any damage. **Motion-30-2025** Motion to write an agreement between the building owner and the FWBIA for 4 Directional Panel install **Moved by:** **Seconded by:** b)	` **ACTION** **ACTION** **DISCUSSION**	COORDINATOR COORDINATOR
5.3 SAFETY AND SECURITY a) Concerns about safety and security during South Core Roar are raised. * include the need for police presence, security personnel, and clear communication plans. * Strategies to mitigate risks and ensure a safe environment for	DISCUSSION	

Item	Action	Responsibility
attendees are explored.		
5.4 MARKETING AND EVENTS a) Visual Branding and Design * Creating a unified visual identity for the downtown area is a key objective. * This includes consistent color schemes, landscaping, and signage to enhance the overall aesthetic. * Seeking professional design expertise to guide the process is considered to ensure a cohesive look.	ACTION	EVERYONE
6.0 NEW BUSINESS a) Set up a meeting with Kristen Kabernick from CEDC to meet this week to finish the application for South Core Roar * an event featuring motorcycles and classic cars. * securing locations, determining event layout, and attracting participants from both local and out-of-town areas. *Logistics such as road closures, parking, vendors, stages, security, and funding b) The need for additional funding for various projects is highlighted. * exploring different grant opportunities and funding streams from various organizations. * Strategies for crafting compelling grant applications and securing funding approvals	ACTION DISCUSSION	COORDINATOR
7.0 **NEXT MEETING** **Motion-31-2025** July 15, 2025 **Moved by:** **Seconded by:**		
8.0 Adjournment 7: 45pm		