



**FORT
WILLIAM
BIA**

MINUTES

**Board of Management Meeting
No: 11-2022**

Nov 08, 2022

Meeting

Present	Regrets	Absent
Scotia Kauppi, Chair		Brian Hamilton, Councillor
Katrina O’Neill, Treasurer		Allan Hyland, Director
Dr. Brian Schroeder, Director		
Aldo Ruberto, Councillor		

Recording: Raechel Reed – Administrative Coordinator

Minutes:

Item	Description	Action	Responsibility
1.0	Meeting called to order 5:13 pm no disclosure of interest		
2.0	APPROVAL OF AGENDA Moved by: Katrina O’Neill Seconded by: Dr. Schroeder	CARRIED	

3.0	<p>APPROVAL OF MINUTES</p> <p>Moved by: Katrina O'Neill Seconded by: Dr. Schroeder</p>	CARRIED	
4.0	<p>BUSINESS ARISING FROM PAST MINUTES</p> <p>4.1 BY-LAWS – By-Law/Constitution 2015/17 Final Recommendations and amendments to be presented as follows:</p> <p>6. MEMBERSHIP Definition of ratable property + Tenant Member</p> <p>7. AGM (a) AGM Date change to November to coincide with release of the Audited Financials as well as Elections of Thunder Bay City Council</p> <p>(b) Review of Audited financial statements should be specified (Not just financial statement reports)</p> <p>8.(a) BOARD COMPOSITION 1) This needs to be aligned with City By Law which is yet to be ratified</p> <p>2) Wording changed to reflect 1 City Councillor</p> <p>(b) BOARD MEMBER REMOVAL Changed criteria to a percentage of attendance format rather than 3 consecutive meetings.</p> <p>9.(iv) PARKING AUTHORITY Added parking authority provision as per previous by-laws to ensure the position is filled.</p>	DISCUSSION	KATRINA O'NEILL

	<p>Motion to move out of Camera– Moved by: Dr. Schroeder Seconded by: Katrina O’Neill</p>	<p>CARRIED</p>	
		<p>CARRIED</p>	
5.0	COMMITTEE REPORTS		
	<p>5.1 <u>Financial and Treasurer’s Report-</u></p> <p>Katrina O’Neil presents the September Financials</p> <p>Motion to approve September Financials Moved by: Dr. Schroeder Seconded by: Katrina O’Neill</p> <p>5.1a) Shop Fort William Holiday Campaign with Dougall Media 4 weekly promos on T.V Radio and Print starting Nov 26th and runs until Dec17th</p> <p>Businesses will provide 4 - \$25 gift cards and a 1 time buy in of \$350 to help offset the Shop Fort William Campaign.</p> <p>The last week will have a \$1000 cash prize draw. Must be 18+ to enter and you do not have to make a purchase to fill out a ballot. 1 ballot one visit per day</p> <p>Reach out to businesses in the BIA and will take the first 10 to sign up. If we fail to secure the 10 businesses the BIA will cover all costs incurred for the advertising campaign.</p>	<p>CARRIED</p>	
		<p>ACTION</p>	<p>COORDINATOR</p>

	<p>Motion to approve the Shop Fort William Holiday Campaign Moved by: Dr. Schroeder Seconded by: Katrina O’Neill</p>	CARRIED	
	5.2 BEAUTIFICATION UPDATE – Brian Hamilton	DEFER	
	<p>5.3 SAFETY AND SECURITY UPDATE- Aldo Ruberto Security report from 1Northwest Security- detailed report provided The majority of the issues were loitering and security moving people along from a specific area.</p>	DISCUSSION	
	5.4 MARKETING AND PROMOTIONS- Scotia Kauppi	DEFER	
	5.5 REVITALIZATION COMMITTEE UPDATE – Scotia Kauppi	N/A	
	5.6 COORDINATOR’S REPORT- correspondence provided	DISCUSSION	
6.0	NEW BUSINESS	N/A	

	FWBIA Board of Director Christmas Party Date: Dec.6 th 6pm – Tilted Turret	DISCUSSION	
7.0	NEXT MEETING Dec. 13 th at 5pm at BIA \Office		
Meeting adjourned at: 6:42 PM			

Submitted by: Raechel Reed – BIA Coordinator