



# WATERFRONT DISTRICT

# MINUTES

The Waterfront District BIA

## BOARD OF MANAGEMENT MEETING

Tuesday, December 6, 2022

INVITED: Peter White, Vice-Chair  
 Jordan Calonego, Treasurer  
 Maelyn Hurley, Director  
 Thomas Trist, Director  
 John Murray, Director  
 Ken Ogima, Director  
 Phil Walkden, Director  
 Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Jim Comuzzi, Chair  
 Kory Morabito, Director  
 Andrew Foulds, Councillor  
 Lynn Gray, BIA Bookkeeper

GUEST: Robyn Despina

LOCATION/TIME: In Common, 5:30pm

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order @ 5:40pm – No Disclosures of Interest.	
2.0	Approval of Agenda  Motion: 2022-59 Moved by: T. Trist      Seconded by: J. Murray	Carried
3.0	Presentations	
4.0	Approval of Minutes – November 1, 2022– <i>sent electronically</i>  Motion: 2022-60 Moved by: T. Trist      Seconded by: J Murray  P. White Noted that it should be recorded CoTB declined to attend the November AGM and would meet with the BIA after the AGM.	Carried
5.0	Business Arising from Past Minutes	
6.0	Reports	

Item	Description	Action
6.1	<p><b>Chair's Report – Jim</b></p> <ol style="list-style-type: none"> <li>1. Welcome to a new Term for the Board of Management &amp; Welcome to Robyn Despins – awaiting CoTB approval.</li> <li>2. Committee Leads – <ul style="list-style-type: none"> <li><i>Finance Committee – J. Calonego &amp; P. Walkden</i></li> <li><i>Infrastructure/Beautification – J. Murray &amp; T. Trist</i></li> <li><i>Marketing, Events &amp; Promotion – M. Hurley, K. Morabito &amp; T. Trist</i></li> <li><i>Membership Services Committee – P. Walkden &amp; R. Despins</i></li> <li><i>Compensation Structure Committee (Ad Hoc) – R. Despins</i></li> <li><i>Safety &amp; Security Committee – P. White, K. Ogima, J. Murray &amp; T. Trist</i></li> <li><i>Parking Authority – K. Pratt (representative role)</i></li> </ul> </li> </ol> <p><b>Motion: 2022-61</b>  Moved by: P. Walkden                      Seconded by: T. Trist</p> <ol style="list-style-type: none"> <li>3. Library Letter of Support – attached along with revised BIA lens letter <i>Helpful to have in the area and improves services to marginalised groups. In the past the BIA has shown support for supportive housing that helps house the vulnerable population.</i></li> </ol> <p><b>Motion: 2022-62</b>  Moved by: M. Hurley      Seconded by: J. Murray</p>	<p>Carried</p> <p>Carried</p>
6.2	<p><b>Finance Committee – Jordan &amp; Phil (add as signing authority)</b></p> <ol style="list-style-type: none"> <li>1. November 2022 Financials</li> <li>2. L. Gray (Bookkeeper) 2023 Increase \$35/hr to \$40/hr - \$5 less than regular not-for-profit rate</li> </ol> <p><b>Motion: 2022-63</b>  Moved by: M. Hurley      Seconded by: J. Murray</p> <ol style="list-style-type: none"> <li>3. Sponsorship Requests <ul style="list-style-type: none"> <li>• United way would like their \$500 BIA Bucks for the 2023 year as they draw is on Dec 16<sup>th</sup> – leaving less than 15 days for use by the end of the year</li> </ul> </li> </ol> <p><b>Motion: 2022-64</b>  Moved by: T. Trist                      Seconded by: J. Murray</p> <p><i>Requested K. Pratt to leave room to discuss wage increase – Creating a Compensation Structure Committee to assess performance and do a 360 review.</i></p> <ol style="list-style-type: none"> <li>4. K. Pratt (Executive Director) 2023 Increase – as discussed at budget &amp; Executive Committee Meeting</li> </ol> <p><b>Motion: 2022-65</b>  Moved by: T. Trist                      Seconded by: P. Walkden</p>	<p>Carried</p> <p>Carried</p>

Item	Description	Action
	<p><i>Motion to set up committee to assess &amp; make decisions on compensation for future positions – lead by R. Despina</i></p> <p>Motion: 2022-66  Moved by: J. Calonego Seconded by: J. Murray</p>	
6.3	<p><b>Infrastructure/Beautification Committee – John</b></p> <p>1. CoTB Red River &amp; Court Revitalization Update - Awaiting meeting with Engineering</p>	
6.4	<p><b>Marketing, Events &amp; Promotion Committee</b></p> <p>1. Update on 2022 Holiday Events</p> <p style="padding-left: 20px;">a. <i>Sunday with Santa was a start to a successful event. 40 ppl attended and had a good time enjoying breakfast with Santa – appreciation from persons that there are more family friendly events happening in the area.</i></p> <p>2. BIA Buck Giveaway – have a local influencer give away \$500 BIA Bucks to help Holiday Shoppers. Influencer TBD</p> <p>Motion: 2022-67  Moved by: M. Hurley Seconded by: P. Walkden</p> <p>Damian Gilbert approached to complete the Giveaway.</p>	<p>Update</p> <p>Carried</p>
6.5	<p><b>Membership Services Committee – Phil</b></p> <p>1. CRM – In Progress – submitted Spreadsheet on Dec 5<sup>th</sup>.</p>	
6.6	<p><b>Safety &amp; Security – Peter</b></p> <p>1. Draft letter to Kelowna</p> <p>2. Brainstorming provincial and municipal government letters</p>	
6.7	<p><b>Parking Authority Board Update – Kara</b></p> <p>1. On Break – B. Hamilton is Council rep., no word on other members</p>	
6.8	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Board Meeting Schedule – First Tuesday of the Month <ul style="list-style-type: none"> <li>○ January 10, 2023 (due to holiday)</li> </ul> </li> </ul>	
7.0	<p><b>Correspondence – n/a</b></p>	
8.0	<p><b>New Business</b></p>	

Item	Description	Action
9.0	<p data-bbox="293 254 1281 317">Next Meeting – January 3, 2023 Adjournment – 7:15pm</p> <p data-bbox="293 359 1281 422">Motion: 2022-68 Moved by: K. Ogima    Seconded by: J. Calonego</p>	Carried