



WATERFRONT DISTRICT

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, Aug 1, 2023

INVITED: Jim Comuzzi, Chair
 Peter White, Vice-Chair
 Phil Walkden, Treasurer
 Jordan Calonego, Director
 Maelyn Hurley, Director
 Thomas Trist, Director
 John Murray, Director
 Ken Ogima, Director
 Kory Morabito, Director
 Robyn Despina, Director
 Andrew Foulds, Councillor
 Kara Pratt, Recording Secretary

TENTATIVE:

REGRETS: Lynn Gray, BIA Bookkeeper

GUEST:

LOCATION/TIME: BIA Office – 251 Red River Road – entrance behind the Apollo

Item	Description	Action
1.0	<p>Meeting Call to Order and Disclosures of Interest Called to order @ 5.36 pm</p> <p>M. Hurley - conflict of interest regarding the Good Harvest – cohosted by Goods & Co, Roots to Harvest & potentially the WD BIA.</p>	
2.0	<p>Approval of Agenda</p> <p>Motion: 2023-42 Moved by: A. Foulds Seconded by: M. Hurley</p>	Carried
3.0	<p>Presentations</p> <p>M. Hurley presented the Good Harvest – the Waterfront District BIA will provide oversight and insurance for the event.</p>	

Item	Description	Action
	<p>Banner and Branding to promote the area and the event.</p> <p>Motion: 2023-43 Moved by: P. Walkden Seconded by: T. Trist</p>	Carried
4.0	<p>Approval of Minutes – July 11, 2023– sent electronically</p> <p>Motion: 2023-44 Moved by: A. Foulds Seconded by: K. Ogima</p>	Carried
5.0	<p>Business Arising from Past Minutes</p> <ul style="list-style-type: none"> • CoTB Strategic Plan – Cynthia Olsen is acting in the position. The three pillars will be going to four with an adjustment to the plan. 	
6.0	<p>Reports</p>	
6.1	<p>Chair’s Report – Jim</p> <ol style="list-style-type: none"> 1. Strategic Plan – will be added as a line item in the 2024 budget. 	
6.2	<p>Finance Committee –Phil</p> <ol style="list-style-type: none"> 1. July Financials – The month ended yesterday; no financials are available 2. Sponsorship Requests: <ul style="list-style-type: none"> • Community Living Witches Walk <ul style="list-style-type: none"> • \$300 BIA Bucks for gift donations from local businesses <p>Recommendation: Approve \$300 BIA Bucks – in line with 2022 sponsorship – the attendance was fantastic in 2022</p> <p>Motion: 2023-45 Moved by: A. Foulds Seconded by: T. Trist</p>	Carried
6.3	<p>Infrastructure/Beautification Committee – John & Tom</p> <ol style="list-style-type: none"> 1. CoTB Red River & Court Revitalization Update 2. K. Pratt will be keeping a running list of the complaints to learn from and improve future projects. 	
6.4	<p>Marketing, Events & Promotion Committee – Maelyn, Tom & Kory</p> <ol style="list-style-type: none"> 1. Plans for 2023 – Annual downtown promotions – Christmas Schedule - book for the winter (ask now for sponsorships). 2. Plans for construction marketing – to keep people coming to the area during construction - Radio <ol style="list-style-type: none"> a. Tonka Tuesdays (@ Maple Tops) – 19, 50, 43 kids respectively b. Lil Wednesdays (@ Goods & Co) c. Fun Fridays (on St Paul St) 	

Item	Description	Action
	d. Brainstorming – <ul style="list-style-type: none"> i. Corn Dogs on Court St (talking to Sweet North) ii. Hump Day Hotdogs (a fundraiser with Dew Drop Inn) iii. St. Paul “StrEATery” 	
6.5	Membership Services Committee – Phil & Robyn <ol style="list-style-type: none"> 1. CRM 2. New Members <ol style="list-style-type: none"> a. Laviche b. Howl at the Moon c. Legacy Property & Rental Management Inc. d. Keskus Court? e. Three Seeds 	
6.6	Safety & Security – Peter, Ken & Tom <ol style="list-style-type: none"> 1. Looking to schedule a meeting. Attempting to book a meeting with the members – summer scheduling. 	
6.7	Parking Authority Board Update – Kara <ol style="list-style-type: none"> 1. The Parking Authority will be going under a review & financial plan <ul style="list-style-type: none"> • Preliminary report to be done this summer. The full report will be submitted in the fall. • August Meeting – Aug 8, 2023 <ol style="list-style-type: none"> i. Discuss the Passport App and the use in the BIAs 	
6.8	Administration <ul style="list-style-type: none"> • Board Meeting Schedule – First Tuesday of the Month <ul style="list-style-type: none"> ○ September 12, 2023 ○ October 3, 2023 ○ November 7, 2023 ○ December 5, 2023 	
7.0	Correspondence – n/a	
8.0	New Business	
9.0	Next Meeting – September 12, 2023 Adjournment – 6:40 Motion: 2023- 46 Moved by: A. Foulds Seconded by: T. Trist	