



WATERFRONT DISTRICT

MINUTES

The Waterfront District BIA

BOARD OF MANAGEMENT MEETING

Tuesday, Mar 5, 2024

INVITED: Jim Comuzzi, Chair
Peter White, Vice Chair
Phil Walkden, Treasurer
Maelyn Hurley, Director
John Murray, Director
Robyn Despins, Director
Andrew Foulds, Councillor
Kara Pratt, Recording Secretary

TENTATIVE: Thomas Trist, Director
Jordan Calonego, Director
Ken Ogima, Director

REGRETS: Lynn Gray, BIA Bookkeeper

GUEST:

LOCATION/TIME: Woodside, 5:30pm OR
<https://us02web.zoom.us/j/2781002430?pwd=K2RPSnFqWVdKNityRIB2bTlldnpWZz09&omn=86534052367>

Meeting ID: 278 100 2430
Passcode: WDBIA

Item	Description	Action
1.0	Meeting Call to Order and Disclosures of Interest Called to order @	
2.0	Approval of Agenda Motion: 2024-15 Moved by: A, Foulds Seconded by: J. Murray	Carried
3.0	Presentations	
4.0	Approval of Minutes – Feb 6, 2023– <i>sent electronically</i> Motion: 2024-16 Moved by: J. Murray Seconded by: A. Foulds	Carried
5.0	Business Arising from Past Minutes <ul style="list-style-type: none"> • Cyber Security for the BIA – Committee Volunteers? <ul style="list-style-type: none"> ○ P. Walkden 	

Item	Description	Action
	<ul style="list-style-type: none"> ○ A. Foulds • Strategic Planning – OMAFRA <ul style="list-style-type: none"> ○ Unable to complete due to capacity • Eye on the Street – applying for the committee 	
6.0	Reports	
6.1	<p>Chair's Report –</p> <ol style="list-style-type: none"> 1. Seagull Management – to begin in the next few weeks <ul style="list-style-type: none"> • Follow up with the stats for the Board to see a reduction and ability to share with the membership in conversation. 2. OBIAA Conference <ul style="list-style-type: none"> • OBIAA Awards – applying for 2025, lack of capacity this year. 3. CEDC Meeting (Feb 9) – update <ul style="list-style-type: none"> • Inform the CoTB culture plan • J. Murray & K. Pratt attended preliminary meetings with the current consultations being the public follow-up. • K. Pratt will attempt to attend the event scheduled for this evening. 	
6.2	<p>Finance Committee –Phil</p> <ol style="list-style-type: none"> 1. 2024 Budget <ul style="list-style-type: none"> • Approved by Council on February 12th, 2024 <ul style="list-style-type: none"> • Ratified – meaning we have the full budget of \$226,000 • Approval of wage increase(s) <p>Motion: 2024- Moved by: Seconded by:</p> <ul style="list-style-type: none"> • Who is on the review committee? <ul style="list-style-type: none"> • J. Calonego • T. Trist • R. Despins <p>Following up with the Board in 1-2 months and will have an implementation plan by the end of June. 6-month evaluation of performance and tie into the strategic plans for the BIA.</p> <ol style="list-style-type: none"> 2. Financials 3. Sponsorship Requests – N/A 	
6.3	<p>Infrastructure/Beautification Committee – John & Tom</p> <ol style="list-style-type: none"> 1. CoTB Red River & Court Revitalization Update <ol style="list-style-type: none"> a. March 4, meeting w/ CoTB & Contractor <ul style="list-style-type: none"> • Host the event at Red lion Smokehouse on March 21, 2024 	

Item	Description	Action
	<ul style="list-style-type: none"> • Provide members with the opportunity to submit questions beforehand. 	
6.4	<p>Marketing, Events & Promotion Committee – Maelyn, Tom</p> <ol style="list-style-type: none"> 1. Plans for 2024 – Annual downtown promotions <ol style="list-style-type: none"> a. Plan provided to the marketing Committee based on discussions at/before the January meeting 2. Propose the addition of J. Murray to the Committee 3. Cumberland Block Party – June <ol style="list-style-type: none"> a. Cumberland St Block Party June 22&23 to take advantage of the street closure. 	
6.5	<p>Membership Services Committee – Phil & Robyn</p> <ol style="list-style-type: none"> 1. CRM – Uploaded and ready for training 2. New Members – Delivered – uploading to the website 3. Are Associate Memberships worth it? 	
6.6	<p>Safety & Security – Peter, Ken & Tom</p> <ol style="list-style-type: none"> 1. Folding business cards with emergency numbers 2. Budget ratification – planning can begin! 	
6.7	<p>Parking Authority Board Update – Kara</p> <ol style="list-style-type: none"> 1. Parking Authority Meeting Update <ol style="list-style-type: none"> a. Business Health Survey – Attached <ul style="list-style-type: none"> • Pair Down the survey <ul style="list-style-type: none"> • Transactions in sales (increase or decrease) • Trends in sales • Request quarterly information not monthly • Request stats on the app use for before June and after 	
6.8	<p>Administration</p> <ul style="list-style-type: none"> • Board Meeting Schedule – First Tuesday of the Month <ul style="list-style-type: none"> ○ April 2, 2024 	
7.0	<p>Correspondence – n/a</p>	
8.0	<p>New Business</p>	
9.0	<p>Next Meeting – April 2, 2024</p> <p>Adjournment – 6:30 pm Motion: 2024- 17 Moved by: P. Walkden Seconded by: A. Foulds</p>	