



**Board Meeting – October 17th 2023– 5:30 pm - 7:00**  
**Location: BIA office 1, Bridge street east, Suite 204**

## **AGENDA**

### 1. Call to Order

1.1 Attendance

1.2 Approval of Agenda

**Absent:** [Nick, Lindsey, Garnett, Matt](#)

**Motion:** Move the approval of the BIA Board agenda as presented. First [Rakish](#) and second [Emily](#)

### 2. Disclosure of Pecuniary Interest

[None disclosed](#)

### 3. Reading and confirmation of Minutes (September 2023)

**Motion:** Move the approval of the BIA Board minutes as presented. First [Jess](#) second [Leah](#)

### 5. Message from Chair.

[Proposed budget to be discussed and prepare AGM](#)

### 6. Board Member Changes

1.1. Julie Dean - motion to remove from board [First Edie second Rakesh](#)

1.2 Motion to add Matt Leonard - Olympus Properties Group - Bio Attached [First Edie second Leah](#)

### 7. Executive Director Report – Danielle Hanoman

[First Edie and Second Jess to carry over 6 weeks vacation time](#)

### 8. Marketing & Event Debrief – Danielle Hanoman

### 9. In Camera - Staff [in camera staff discussion](#)

[Approved to increase budget by 5% motion to approve first Melinda and second Rakesh](#)

### 11. Analytics / City Wifi - We are suppose to have access to Foot Traffic Analytics in October

### 12. Overnight Security Deputation - November 13th 2023

### 13. Financial update - YTD Income Statement Attached

### 14. Committees - establish dates and times - priorities and chair responsibilities

- Vision & Strategic Planning – as needed - committee of the whole
- Economic Development – book a date



- Membership & Communication – CRM Software Required?
- Events & Programming – Leah - review of events for next year
- Governance – AGM Prep - book a date

15. New Business or Notice of Motions

16. Adjournment [Emily and Melinda](#)