

Connie Cuthbertson - Chair Northwoods Gallery & Gifts	P	Chamber of Commerce Representative	A
Ted Debenetti – Co-Chair A Buck or Two	P	RRFDC – Geoff Gillon	P
George Emes Edward Jones	P	John Albanese – Town Councilor Town of Fort Frances	A
Richard Boileau McTaggart	P	Shelley Wepruk Secretary	P
Marie Therese Metke Pharmsave	P		
Pat Gartshore Gartch's International Pub	A		
Doug Anderson Betty's	P		
Mike Tullio Nirvana Spa	A		



CC

## THERE WERE NOT ENOUGH BOARD MEMBERS PRESENT TO HAVE A QUORUM

### 1. Call to Order , Call for Conflict of Interest, Call for Agenda Additions

Connie Cuthbertson chaired the meeting and called the meeting to order at 8:00 a.m. The Agenda and minutes were circulated to the members for review. Members were asked for any agenda additions or conflicts of interest, none were noted.

### 2. Approval of Minutes

#### B.I.A Board of Management Meeting –20 October, 2011

Copies of the minutes from the 20 October, 2011 Board of Management Meeting were circulated for review and approval. The following motion was made;

### 3. Accounts Payable & Financial Report

Accounts payable for October were circulated for review.

Bills were presented & voted on for payment. Shelley is to obtain the additional votes needed to present bills to town for payment. Signatures from Mike and John were obtained.

To accept the total payable dated June for payment in the amount of \$901.06

No against or abstentions

All in agreement – **CARRIED**

#### **4. BUSINESS ARISING FROM THE MINUTES**

##### **1. Promotions –**

1. Next promotions will be “LADIES NIGHT OUT” which will be 17 November, 2011

2. An email will be sent out to all members asking who is planning to stay open on Thursday nights as well as every night the week of Christmas until 8 p.m. so their names can be put in the general ad going out. Connie, Richard and Ted expressed that they are going to be open Thursday nights and will be open until 8 p.m. every night the week of Christmas.

**2. Finance and Administration Committee:** On budget as of 31 October, 2011. We under budget in expenses for year to date and it appears that there will be extra monies available for a major project as hoped.

George suggested that now is the time to start the paperwork for money. It was also suggested that the committee contact a college or university re a bursary to a student. It would be in the format of a contest and would be aimed at students who would be interested in creating a theme for and the maintenance of the planters. Interested participants would likely be from the arts or agricultural departments.

Rainy Lake Hotel Development: Connie and Richard will be attending a meeting next week regarding this subject. According to a pole taken, 50% of the citizens who voted want to keep the hotel as is. The citizens of Fort Frances and the district need to be advised of the realistic condition of the building and not the opinion given in the newspaper which was not realistic.

The BIA needs to have a commitment in writing as to their plans after the building is removed. Jeff suggested some kind of pole structure so space could be used 70% of the time. The town will look for plans that will create the most revenue.

##### **3. Maintenance Committee**

1. New Flags – Extra monies are available at RRFDC for new flags and banners. The maintenance committee will be putting together a proposal in \$5,000.00 increments and ask the Chamber of Commerce to do likewise. As there are a number of organizations and persons interested in the same money, the proposal should be well thought thru and well presented. Connie had e-mailed Niagara-On-The-Lake re who did they get their flags and banners from, but has not heard back to date. The proposal should be to “ENHANCE” the downtown, not just to get money for carrying on the same as in the past.

Marie-Therese would like to see the planters done before investing in new banners. It was also suggested that instead of the traditional cloth banners, perhaps having metal ones constructed would be a better choice as they would last much longer. The committee will also be contacting the museum to enquire if they are putting up flags and banners and if so, concentrate on the planters. It was brought to the boards attention that nobody has any idea where the snowflake banners are.

Letters were sent out to all three of the local growers with no response to date. Shelley will follow up with a phone call to each of them to enquire about their intent. She will also send a letter to Daryl Eylofson regarding the planters.

Doug is to contact Lindsey Hamilton regarding the planters as well as the murals. She is the only respondent to the ad regarding the murals and is extremely interested.

George is to meet with the town re snow removal. Every town does it differently and would it be possible for the town to do our snow removal differently? He suggest revisiting the old petition from people to have the snow banks remove. Ted suggested to the board that we not waste any further funds on snow removal. The board agreed. Richard suggested that in the monthly e-mail sent out to BIA members that the issue of snow removal be mentioned so owners do not forget it is their responsibility.

## **5. New Business**

Shelley's application to the town was received but not complete and an additional form has to be sent in for council approval. The same applies to Marie-Therese. These application should be approved at the 28 November, 2011 council meeting.

## **6. Closing and Setting of Next Board Meeting**

The next meeting date will be 14 December, 2011 @ 8:00 a.m. at the BIA office.

Meeting closed at 9:00 a.m.

# Schedule "A" to By-Law No.

## FORT FRANCES BUSINESS IMPROVEMENT ASSOCIATION BUDGET FOR 2011

	Account Number	2010 Budget	2010 Actual	2011 Budget	
<b>Revenue:</b>					
BIA Taxation - Commercial	B-055-0140-0014	(46,181)	(46,180.97)	(46,174)	(45,727)
BIA Taxation - Industrial	B-055-0150-0014	(270)	(270.04)	(276)	
bia Supp/Omit - Commercial	B-055-0122-0014				
W/O Vacancy Rebates	B-055-0122-0024	1,075	736.39	737	
W/O Charity Rebates	B-055-0122-4512	550	641.47	640	
Exp. Grant	B-823-0430-0411				
RRFDC Grant	B-823-0430-0410		(11,000.00)		
Expense Recoveries (Other Income)	B-823-0430-0589	(500)	(500.00)	(500)	(140)
Associate Membership	B-823-0430-0641				
Promotions Income	B-823-0430-0688				
Prior Year Accumulated Surplus	B-L80-0000-0000	(4,649)	(4,648.84)	(9,919)	(9919)
		<b>(49,975)</b>	<b>(61,221.99)</b>	<b>(55,492)</b>	<b>55,786</b>

<b>Expenditures:</b>					
Vacation, Stats, Etc.	B-823-1101-1115		853.84		
WSIB	B-823-1101-1122		268.58		
CPP	B-823-1101-1123		588.40		
EI	B-823-1101-1124		349.75		
EHT	B-823-1101-1129		281.56		
Part-time Salaries/Wages	B-823-1101-1130	22,000	13,474.23	3,600	3226
Telephone/Communications	B-823-1200-1251	1,500	1,787.04	1,233	1107
Postage	B-823-1200-1252	200	172.19	200	167
Memberships/Subscriptions	B-823-1200-1260	175	126.11		
Office Supplies	B-823-1400-1410	1,000	331.46	500	386
Meeting Expenses	B-823-1500-1532	500	56.92	300	20
Office Equipment Rental	B-823-1500-1543	500	154.92		
Office Rental	B-823-1500-1552	3,600	2,868.48	2,034	1832
Advertising & Public Notice	B-823-1500-1591	2,500	3,521.31	12,000	3918
Public Relations/Promotions	B-823-1500-1592	500	113.98		
Events/Activities	B-823-1500-1593	2,850	138.60		
Museum Project	B-823-1900-1905	5,000	5,000.00	5,000	
Future Projects Study Exp	B-823-1900-1906	1,000	14,326.67	20,625	
Electrical	B-823-2740-1420	1,000	216.75		
Soil/Plants/Trees	B-823-2740-1440	3,050	3,470.24	3,050	365
Grounds Maintenance (Mural)	B-823-2740-1545			1,000	61
Planters, Banner & Poles Materials	B-823-2750-1471	4,600	3,201.87	5,950	
		<b>49,975</b>	<b>51,302.90</b>	<b>55,492</b>	<b>11,582</b>

<b>Accumulated (Surplus)/Deficit</b>	<b>B-L81-0000-0000</b>	<b>-</b>	<b>(9,919.09)</b>	<b>-</b>	<b>44,204</b>
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Less Prior Yr. 9919  
 Less Museum Commitment 5000  
**29,285**