



Minutes

OTK BIA Board of Management Meeting

Meeting Location: Salamanders of Kemptville

Date: **April 19th, 2017**

Time: 6:00 – 7:30 pm

Board Members present: Debbie Wilson, Chair, Stephen Bent, Treasurer, Paul Cormier, Secretary, Donovan Arnaud, Council Representative, Connie Lamble, Director

Executive Director: absent due to illness

Board Members absent: Blair Hamilton, Director, Lee McIlvenna, Director

Guests: Matt Gilmer, Andrew Beveridge

Open meeting – Deb Wilson provided opening remarks

Motion to open the meeting; by Paul Cormier, seconded by Donovan Arnaud

Disclosure of Interest: no disclosures took place

Review of previous meeting minutes and *Motion to accept* ; moved by Paul Cormier, seconded by Donovan Arnaud

Review of agenda and *Motion to: accept* by Connie Lamble, seconded by Donovan Arnaud

Municipal Update

Information on Municipal Projects and Initiatives - Donovan Arnaud and Matt Gilmer:

A Program Review has been announced by the Municipality of North Grenville aimed at taking the time to review ongoing work and re-examine priorities.

The impact on BIA activities is that some initiatives are suspended, e.g. business attraction.

However, CIP and BRE programming will go forward, including the 28 May BRE breakfast.

The target for the Program Review is the need for a new Strategic Plan and a new Economic Plan that is more focused on the realities of North Grenville.

The BIA is encouraged to submit their feedback on the old plan by 28 April to feed the process.

There is nothing new on the disposition of the former Kemptville College of Agricultural Technology.

The 150 Committee is looking after 1 July activities only. A Citizen's Committee organized by David Shanahan is moving ahead with a variety of activities, e.g. the Canoe Brigade. The Navy League Regatta is also planned for this summer along the Rideau Reach and the Duck Race will take place on 28 May.

Governance

2017 – 2018 Business Plan - *Motion to* accept Stephen Bent, seconded by Donovan Arnaud; presentation date set for 1 May, 2017 to Committee of the Whole: *motion to* accept: Paul Cormier, seconded by Connie Lamble

The Code of Conduct was tabled and explained by Stephen Bent for adoption at the next Board of Management meeting. The Board discussed its implications.

The BIA Expansion Steering Committee Initial Report was presented by Stephen Bent.

Programming / Events

Programming activities were not discussed due to the absence of John Barclay.

Downtown Pop-Up Shop Program – John Barclay

Upcoming Events

Relationship Management

2017 Management Services Agreement; the Agreement was discussed and the Board of Management decided to review it one more time to ensure clarity.

However, the Board also felt that time was of the essence to ensure continuity of service. Connie Lamble and Paul Cormier will review asap.

Board & Committee Development; Stephen Bent offered to visit with Rebecca Cronk and Stephanie Gilmer to gauge their interest in joining the Board of Management.

Financial Management

The Financial Report was presented by Andrew Beveridge and Stephen Bent.

2016 Audited Financial Statement – *Motion to*:accept by Paul Cormier, seconded by Debbie Wilson.

The 2017 Draft Budget was presented - *Motion to*: accept by Stephen Bent, seconded by Paul Cormier.

Other Business

A short discussion took place on the issue and principle of accountable behaviour. It was decided by the Board to make use of the newly minted Code of Conduct as a means to improve the Board's accountability and to clarify relationships with the Municipality.

Close of meeting *Motion to*: close by Paul Cormier, seconded by Debbie Wilson

Authorized by

A handwritten signature in black ink, appearing to read "P. H. J. Cormier". The signature is stylized with large, overlapping loops and a long horizontal stroke at the end.

Paul H. J. Cormier, Secretary of the Board of Management

Date: April 19, 2017

Board of Management Meeting