



Minutes
Special Board Meeting Re: 2017 Business Planning

Salamanders of Kemptville
14 March, 2017 12:00 to 3:00 pm

Attending: Deb Wilson (Chair), Shawn Yakimovitch (Vice-Chair), Stephen Bent (Treasurer), Paul Cormier (Secretary), Connie Lambie (Guest), Andrew Beveridge (Guest), John Barclay (Executive Director)

Open meeting

- ≡ Motion to open the meeting – Moved by Shawn, seconded by Paul. CARRIED
- ≡ Welcome from the Chair, Debbie Wilson
- ≡ Introduction by the facilitator and Secretary, Paul Cormier who noted the many unrealized goals from the previous Business Plan; perhaps it was too ambitious, more likely a visionary year. Paul made reference to the McSweeney Report and identified an “elephant in the room” - Should there be a BIA? This led to a brief discussion of the current environment in which the BIA operates and the need for a voice for small business in North Grenville
- ≡ Review of agenda and motion to accept by Stephen, seconded by Shawn. CARRIED

Staff Report

- ≡ Executive Director, John Barclay, reviewed his report on operational inputs to the BIA Business Plan (attached). It contained suggestions regarding three items: BIA Expansion, Relationship Management and Programming. John added some further thoughts on engaging building owners, managing the BIA's relationship with the Municipality and a request to review the 2012 Parking Study.

Review of Business Planning Elements; Board Discussion

- ≡ The process for review and drafting of the 2017 Business Plan will be as follows: Step one: a draft will go to the Executive Committee for review. Step Two: the Executive Director will review the next draft with an eye to feasibility. Step Three: The Board will review and approve the Business Plan at its next meeting (April 19th) Step Four: The Board will present the Plan to Council along with the approved 2017 Budget.
- ≡ Discussion of the 2017 Business Plan ensued. Being a free-flowing discussion, it was not captured. (reference the Draft 2017 Business Plan)

Board Motions

- ≡ The following motions were passed as they were outstanding since the last Board of Management Meeting:
- 1) Motion to approve the Minutes of of the Board of Management meeting of January 18th, 2017. Moved by Paul, seconded by Shawn. CARRIED
 - 2) Motion to approve the Minutes of the Executive Committee meeting of February 15, 2017. Moved by Paul, seconded by Stephen. CARRIED
 - 3) Motion to have Council appoint Connie Lambly to the Board of Management. Moved by Stephen, seconded by Shawn. CARRIED
 - 4) Motion to approve a two month extension of the Executive Director's Management Services Agreement. Moved by Paul, seconded by Stephen. CARRIED
 - 5) Motion to sign a new Management Services Agreement after appraisal of a draft and negotiation. Moved by Paul, seconded by Deb. CARRIED
 - 6) Motion to approve expenses for Flyer design (\$90) and Pop-Up Shop sign (\$65), Moved by Paul, seconded by Deb. CARRIED

Other Business

- ≡ Shawn Yakimovitch informed the Board that his business address would change as of April 1st and that it would be outside of the footprint necessitating his resignation. This information was received with regret but Shawn pledged to continue as an active Associate member. Shawn's resignation will be dealt with at the next Board meeting. It was suggested that we consider building a reserve Board
- ≡ Potential expansion of the BIA footprint was discussed. Motion to create a notional footprint for expansion. Moved by Paul, seconded by Stephen. CARRIED
- ≡ It was decided that Executive Committee meetings will take place on every second Wednesday of the month (next on April 12th) and Board of Management meetings will take place on every third Wednesday of the month

Close of meeting:

- ≡ Motion to close. Moved by Deb. Seconded by Shawn. CARRIED

Authorized by



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

