



Minutes

OTK BIA Board of Management Meeting

Meeting Location: **Salamanders of Kemptville, 28 Clothier East**

Date: **24 January, 2018**

Time: **6:50 – 8:00 pm**

Attendance

Board Members Present:

Present: Connie Lamble, Donovan Arnaud, Kim Smalridge,

Stephanie Gilmer, Stephen Bent, Paul Cormier,

Regrets: Chris Melnick-MacDonald, Debbie Wilson, Lee McIlvenna

Absent: Blair Hamilton

Staff: John Barclay, Executive Director

Guest: Andrew Beveridge

Chair: Stephen Bent in the absence of Debbie Wilson and Chris

Melnick-MacDonald

Shortened Format: This BoM meeting was abbreviated to allow for the BIA's Business Planning Work session of the assembled Board.

Motion to open meeting: Paul Cormier, seconded by Stephanie Gilmer, all in favour

Motion to accept Agenda: With change to timetable to accommodate the Business Planning work session: Paul Cormier, seconded by Donovan Arnaud, all in favour

Motion to accept minutes of 13 Dec, 2017 EC meeting: Donovan Arnaud, seconded by Paul Cormie, all in favour

Motion to accept minutes of 20 Dec., 2017 BoM meeting: Paul Cormier, seconded by Donovan Arnaud, all in favour

Disclosure of Interest

None

Financial Management

Financial Report – Andrew Beveridge and John Barclay provided a financial report leading up to year end 2017 and the draft budget for 2018 to accompany the 2018 Business Plan.

Committees

BIA Expansion Committee: Stephen Bent provided a report on the BIA Expansion project and stressed the need to present a common message to ensure no misinterpretation of levy rates and other information by the uninformed, particularly members of Council.

Pop-up-Shop Committee: John Barclay briefed the Board of Management on the Pop Up Shop situation on behalf of Chris Melnick-Macdonald, including the submission of a new financial model to the Municipality by Chris.. The request was sent back to staff for an administrative report and will eventually come back to Council for approval

In Camera Meeting

The BoM went into camera to discuss John's Barclay's performance review. Motion: the BoM voted to accept John's review, to be discussed further with him at a later date by the Chair and Vice-Chair for actions required. Motion put forward by Paul Cormier, seconded by Stephen Bent, all in favour. The BoM also approved the extension of John

Barclay's service agreement to the date of the next Municipal election at which time the current Board will be dissolved and a new Board elected. Motion put forward by Paul Cormier, seconded by Kim Smalridge, all in favour.

Close of meeting

Motion to: close: Stephanie Gilmer, seconded by Kim Smalridge. All in favour.

Minutes authorized by:

A handwritten signature in black ink, appearing to read 'Paul Cormier', written in a cursive style.

Paul Cormier, Secretary to the Board of Management