



Draft Minutes

Old Town Kemptville BIA Board of Management Meeting

Location: North Grenville Municipal Centre

Date of Meeting: April 17, 2019

Time of Meeting: 6:05 pm

Present: Debbie Wilson – Chair, Kim Smalridge – Vice Chair, Stephen Bent – Treasurer, Ken Schlieman, Sierra Jones, Shelley Mitchell, Deron Johnston (Executive Director – Non-voting)

Absent: Lee McIlvenna, Jim McManaman.

Regrets: Connie Lambie.

Guests: Krista George, Matt Gilmer.

Call to Order: Debbie Wilson – Chair.

Disclosure of interest – None.

Review of Agenda - *Motion to accept. Moved by Sierra seconded by Kim. Carried.*

Review of Executive Committee Minutes of April 10, 2019. Reviewed.

Review of the BoM minutes of March 20, 2019. – Motion to accept. Moved by Shelley, seconded by Stephen. Carried.

Note: unless otherwise stated in these minutes, all motions to accept or approve were unanimously supported.

Deputations

- Krista George - passport program for Kemptville Live promotion.

Motion: to approve passport program proposal as presented by Krista George. Program to be funded entirely through sponsorship acquired by Krista George, with no additional financial commitment from the Old Town Kemptville BIA beyond the two Kemptville Live VIP tickets that have already been purchased by the BIA. Moved by Shelley, seconded by Debbie. Carried.

Governance

Recommendation to participate in a Beth Donovan Hospice fundraiser by having two BIA member businesses willing to decorate Christmas trees and sell tickets for a draw for the trees. Winners will be drawn at the event fundraiser on December 7th.

Discussion ensued.

Recommendation to locate previous Main Street Revitalization funding request list. Add street furnishings to the list including potential street light improvements. Re-submit list to the municipality to encourage usage of remaining Main Street Revitalization Funding on BIA requested items.

Board agrees to direct Deron to work with Matt Gilmer to compose a list of potential investments for the DRF and he will discuss with selected individual board and BIA members. Deron will present this list at the next BIA Board Meeting.

Recommendation to accept resignation of outgoing Secretary and actively pursue replacement.

Motion: To accept the resignation of Paul Cormier as Secretary of the Board, effective immediately. Moved by Sierra, seconded by Stephen. Carried.

Board agrees to direct Deron to review Secretary job description and come up with a new proposed job description. He will present to the Executive Committee, who will review and make a recommendation to the Board.

Recommendation to consider a gesture to honour the efforts of outgoing long-serving board members.

Board directs Deron to come up with potential recommendations and present at next board meeting.

Recommendation that the DSS Hiring Committee membership be finalized and finish interviewing candidates by Friday May 3 and extend offer to successful candidate by Friday May 10. Contract to begin June 3.

Motion: to create a DSS Hiring Committee composed of Ken Schlieman, Jim McManaman, Kim Smalridge and Deron Johnston. Moved by Stephen, seconded by Debbie. Carried.

Recommendation that budget and business plan be presented to council by members of Executive Committee. Executive Director to communicate with Clerk about presenting in May.

Shared as information.

Discuss possibility of moving forward with Community Design Plan project contained in 2019 business plan.

Board directs Deron to investigate the cost of developing a Community Design Plan. Deron to advise Board at next meeting.

Discuss possibility of re-focusing on BIA expansion.

Motion: Stephen to bring expansion information to next Board Meeting to inform Board on the details of expansion and to encourage Board Members to join the Expansion Steering Committee. Moved by Kim, seconded by Ken. Carried.

Reports

- Municipal Report – Jim McManaman and Matt Gilmer

Matt advised on CIP, Community & Economic Development Advisory Committee, Downtown Revitalization Fund, Economic Development & Chamber Breakfast.

- Financial Report – Stephen Bent

No new information.

- Executive Director's Report – Deron Johnston
 - New email address and phone number with voice mail
 - OBIAA Conference Report
 - Rural Summit
 - BIA Website
- Events Committee Report – Debbie Wilson

Bunny Hop was a huge success with plenty of positive feedback. Approximately 400 kids participated with their parents.

Other Business

- Discuss creating a process to address concerns from members.

Board directs Deron to email all board members to request each board member's phone number to help create a "call tree".

Close of Meeting

Motion to close at 8:25pm. Moved by Kim, seconded by Ken. Carried.