



# Draft Minutes

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## Old Town Kemptville BIA SPECIAL Board of Management Meeting

Location: Virtual through Microsoft Teams.

Date of Meeting: **Monday June 21, 2021.**

Time of Meeting: **7:00pm.**

Present: **Meagan C, Will P, Sierra J, Melanie C, Jim M and Deron J (staff).**

Absent: **Shelley.**

Regrets: **None.**

Guests: **Deb W, Jen C, Karen D, John B and Matt G.**

Call to Order: **7:05pm.**

Assignment of Recording Secretary: **Deron.**

Review of Agenda.

Motion to approve agenda: **Moved by Will, seconded by Jim. Carried.**

Disclosure of interest: **None.**

Review of Executive Committee Notes: **Done.**

Review of the Board of Management Meeting minutes of: **May 19, 2021.**

Motion to approve minutes: **Moved by Sierra, seconded by Melanie. Carried.**

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

## Opening Statements

- Chair – Meagan Cumming.

## Deputations

- Kemptville Pride – Pride Month and Beyond.
  - Verbal presentation given by Jen Crawford, Executive Director of Kemptville Pride.
  - Organization's primary goal for the year is to build a strategic plan.
- Karen Dunlop – Downtown Light Poles.
  - Public works is going to begin replacing the downtown light poles.

- There will be a consultation process to make decision about which style of lighting for downtown.

## Governance

- Discussion on filling vacant Treasurer position.
  - Interest was expressed in the position, so Board proceeded to election.
- Discussion on appointing Debbie Wilson to serve as a Director of the Board.
  - Debbie expressed her interest in re-joining the OTK BIA to the Board.
  - Motion: To appoint Debbie Wilson to the OTK BIA Board of Management. Moved by Melanie, seconded by Jim. Carried.
- Discussion on composition of Tourism Advisory Committee.
  - Deron advised that he received an email from Matt Gilmer stating the BIA will now be a voting member of the Tourism Advisory Committee.
- Discussion on postponing next Board Meeting until August.
  - The Board decided that they will not meet formally in July and August with the option to meet informally or on an as-needed basis before September.
  - Melanie suggested that as long as the Marketing and Programming committee continues to meet, the proposed Labour Day weekend event can still be organized and a Board Meeting is not necessary until September.
- Updating signing authority roster.
  - Deron advised the Board of the need to update signing authority as there are currently only two members of the Executive Committee who are eligible to sign cheques.
  - Deron also advised that CIBC requires a motion to confirm who will be granted signing authority. He suggested a motion to confirm the roster of the Executive Committee be moved after the completion of the election for Treasurer.

## Reports

- Municipal Report – **Jim McManaman**.
  - Update on LoveNG LIVE pilot program.
    - Matt advised that last show was tonight. Taking the summer off and may consider a new program for the fall.
    - Program has been very well received with over 2000 views for some episodes.
  - Update on NG Business Support Group activities & LoveNG re-opening campaign.
    - Matt advised of new LoveNG business re-opening campaign has begun.
    - Matt advised that the municipality will be applying to next Digital Main Street Program for another Digital Service Squad grant.
    - Matt advised that there still are advertising discount packages available for businesses looking to advertise locally at a heavily discounted rate.

- Update on IPM 2022.
  - Had a couple of initial meetings with Ontario Plowmen's Association.
  - BIA is being considered as a contributing partner and will be welcomed as a volunteer contributor.
- Update on other municipal information that is relevant to the BIA.
- Financial Committee Report – **Deron Johnston**.
  - Nothing to report.
- Expansion Steering Committee Report – **Deron Johnston**.
  - Nothing to report.
- Programming & Marketing Committee Report – **Melanie Charlebois**.
  - Kemptville Buskerfest update.
    - Have a new sub-committee Chair for Logistics and Operations.
    - Will be unveiling logo at next committee meeting.
    - Will be trying to incorporate some Buskerfest into the Labour Day weekend event.
  - Update on other upcoming BIA programming including potential Labour Day weekend.
- CHCI Update – **Sierra Jones**.
  - Grant application will be going in this week.
  - Have all of the necessary documents including budget and letters of support.
- Executive Director's Report – **Deron Johnston**.
  - Given.

### **New Business**

- Volunteer and partner appreciation event.
  - Deron suggested that the BIA could host a volunteer appreciation on Salamanders patio which would be an opportunity to meet informally as a Board and thank volunteers.
  - Up to forty people could participate based on patio capacity.
  - Deron advised that Salamanders has offered appetizers, tea & coffee and use of the patio for a private function for \$400 including tax and gratuity.
  - Motion: To allot a budget of \$400 including tax and gratuity which includes coffee, tea and appetizers for the volunteer appreciation event at 6pm on July 7<sup>th</sup> at Salamanders. Moved by Melanie, seconded by Sierra. Carried.

### **Period For Questions From Members, Public and Media**

- None.

### **Summary of Actionable Items**

- Deron will send out invitations for volunteer event and receive RSVPs.
- Deron will send the updated Executive Committee roster to CIBC to update signing authority.

## Other Business Arising From Discussion

- Proceed with election for Treasurer.
  - Motion: To proceed with an election for Treasurer position with Matt Gilmer acting as election scrutineer. Moved by Jim, seconded by Melanie. Carried.
  
- Nominations from the floor for election to fill vacant Treasurer position.
  - Motion: To open the election by accepting nominations to fill vacant Treasurer position. Moved by Melanie, seconded by Jim. Carried
  - Motion: Sierra has been nominated for the position of Treasurer of the Board of Management of the Old Town Kemptville BIA. Moved by Melanie, seconded by Meagan.
  - No further nominations were received.
  - Motion: To close the period for nominations for the election of the position of Treasurer. Moved by Meagan, seconded by Melanie.
  
- Time for each candidate to address the Board (two minutes each).
  - Sierra accepted the nomination and spoke to the Board.
  
- Count votes to determine winner of election.
  - There was only one nomination and an election was not necessary.
  - Motion: To appoint Sierra Jones as Treasurer of the Old Town Kemptville BIA Board of Management on Wednesday June 21, 2021. Moved by Jim, seconded by Melanie. Carried.
  - Motion: To confirm the full roster of the Executive Committee of the Old Town Kemptville BIA Board of Management including: Meagan Cumming as Chair, Will Pearl as Vice Chair, Melanie Charlebois as Secretary and Sierra Jones as Treasurer. Moved by Sierra, seconded by Melanie. Carried.
  
- Closed session – Pride Crosswalk.
  - Motion: To enter the closed session portion of the meeting at 8:45 pm. Moved by Sierra, seconded by Jim. Carried.
  - Closed session minutes will be recorded on a separate document.
  - Motion: To come out of the closed session portion of the meeting at 8:50 pm. Moved by Sierra, seconded by Meagan. Carried.

## Close of Meeting

Meeting closed at: 8:51pm

Motion to close: Moved by Jim, seconded by Will. Carried.

## Next Meeting

Sept. 20, 2021.