



Draft Minutes

Old Town Kemptville BIA Board of Management Meeting

Location: North Grenville Municipal Centre

Date of Meeting: Wednesday November 20, 2019

Time of Meeting: 7:30pm (immediately following AGM)

Present: Debbie Wilson, Kim Smalridge, Stephen Bent, Melanie Charlebois, Shelley Mitchell, Sierra Jones, Ken Schlieman, Will Pearl and Jim McManaman.

Absent: Lee McIlvenna.

Regrets: None.

Guests: Hillary Geneau, Matt Gilmer, John Barclay.

Call to Order: Debbie Wilson – Chair.

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

Disclosure of interest – *none.*

Review of Executive Committee Notes – *none.*

Review of the BoM minutes of October 19, 2019. – *Motion to accept. Moved by Stephen, seconded by Melanie. Carried.*

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

Deputations

- *None.*

Governance

- Review and approve proposed 2020 Business Plan including 2020 Budget.
 - *Motion: to approve the 2020 Business Plan and 2020 Budget as presented. Moved by Ken, seconded by KIm. Carried.*
- Discussion on accepting resignation of board member Lee McIlvenna.
 - *Motion: to accept resignation of Lee McIlvenna. Moved by Stephen, seconded by Will. Carried.*

- Discussion on specific deadline for member outreach for the purposes of expansion
 - Board directs Deron to create a digital survey based on the member questionnaire, send it to each BIA member and then follow up with each one personally. If a member does not respond to the survey, Deron is to approach them personally for a face-to-face interview and go through the questionnaire with them.
 - Board also directs Deron to approach ten businesses per week starting in January 2020. Deron to report back on progress at January 15 board meeting to assess progress and if interviewing ten businesses is a reasonable workload.

Reports

- Municipal Report – Jim McManaman and Matt Gilmer
 - Matt gave an update on final results of CIP.
 - Jim advised board about approval of \$500 for Kay Matthews OBIAA presentation.
 - Board requested Deron to invite Mark Guy to attend next board meeting.
- Financial Report – Stephen Bent – Given.
- Expansion Steering Committee Report – Stephen Bent – Given.
- Events Committee Report – Debbie Wilson & Deron Johnston – Given.
 - Kreepy Kemptville
 - Murder and Mayhem Fundraising Walk
 - Old Town Kemptville Christmas
 - 12 Days of Christmas
- Executive Director’s Report – Deron Johnston – Given. Deron outlined the details of the 12 Days of Christmas promotion for the board.

Other Business

- None.

Period For Questions From Public and Media

Close of Meeting

Meeting closed at 8:30pm. Motion to close. Moved by Ken, seconded by Will. Carried.

Next Meeting

January 15, 2020.