



DRAFT Minutes BoM Mtg Jan 17, 2024

Status: In-person

Location: North Grenville Public Library

Date and Time of Meeting: January 17th, 2024, at 11:00am.

Present: Shelley Mitchell, Mary-Anne Leang, Sierra Jones-Martel, Nina Tachuk (virtual), Courtney Vezina(virtual)

Absent:

Regrets:

Others: Matt Gilmer (MNG), Deron Johnston (Staff)

Call to Order at: 11:06am

Reading of Land Acknowledgement: *“We begin this meeting by acknowledging that we are meeting on the traditional territory of the Anishinaabe, Haudenosaunee and Huron Wendat First Peoples. We do so respecting both the land and the Indigenous people who continue to walk with us through this world. We are grateful for the opportunity to gather here.*

In recognition of the contributions and importance of all Indigenous Peoples, we strongly support Truth and Reconciliation Calls to Action in our nation and commit to support local endeavors where possible.”

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

Assignment of Recording Secretary: John

Review and Approval of agenda for meeting of January 17th, 2024.

Motion to approve agenda for January 17th, 2024.

Moved by John, seconded by Mary-Anne.

Review of minutes for meeting of November 30th, 2023. (see Agenda Package)

Motion to approve minutes of Nov.30th, 2023.

Moved by Nina, seconded by Courtney.

Disclosure of interest: none

Opening Statements – none

Deputations - none

Discussions/Decisions

- **Summer Student Application:** Federal Gov't Funds compensate wages (Minimum wage up to four month) Discussion of offering \$20/hr plus source deductions. Our \$1,932 plus source deductions (est \$600-800). Check with MNG Finance? Mary Anne will find out that cost. Estimate \$2,700. Tasks – Marketing, Expansion. Discussion about supervision and mentorship tasks involved. Depends on candidate. Matt shared his experience. Use our new website, CSE and contact local colleges to promote the position.
Move that the additional cost of \$2,500 in wages and deductions for Summer Student be included in the 2024 Operating Budget
Moved by John< Secoded by Sierra – CARRIED
- **Approve 2024 Operating Budget** - Review of Draft by Sierra by highlighted numbers. Question about amount of Security deposit (redeemable GIC) related to Buskerfest expenses, making it easier to secure talent and avoid volunteers having to front expenses. Credit card will need to be paid off monthly to reduce interest payments. Requires CIBC online profile of each signing authority. OBIAA conference fees \$800, Hotel, Transportation (Mississauga) Increased from \$1,000 to \$3,000 (placeholder). Admin (#2) Matt will check whether the Admin Mou needs to be extended to cover a \$40K grant. Projected Surplus at the end of 2024 is currently \$48,881. Discussion of projected Surplus Maximum Policy.
Motion to approve the 2024 Operating Budget-
Moved by Sierra, seconded by Mary-Anne – CARRIED
- **Executive Committee Minutes** were reviewed – no questions
- **ED Performance Review:** Suggested to be a Closed meeting as part of Feb's Agenda. Next Board meeting is Feb. 21st Option would be to meet at 10:30am
- **Event Policies:** We are missing rules of engagement for vendors and volunteers. We need to develop some policies around events for both Vendors and Volunteers (Code of Conduct). Suggestion to explore the policies of Kemptville Live and OBIAA– Deron and Mary-Anne will draft and bring back to the Board on Feb 21st. It was suggested to solicit input from members prior to the next meeting.
- **Business Plan (3 yr):** time to revisit. We will need an additional, separate Board meeting of approx. 2 hrs. Suggested March date to be determined by Doodle Poll. Before the 11th or after the 23rd. March 6th or March 27th

- **Workplace Policies:** Health and safety policy to be created. Workplace violence prevention policy. Workplace harassment prevention policy. All are mandatory by the Ontario government depending on the number of employees. There are easy templates. Shelley has fewer than five employees and can base ours on hers. Mary-Anne has twenty-three and an HR consultant, Deron suggested having one HR Policy and base it on OBIAA's example. Some training is required depending again on numbers. **No Action Item assigned**
- **Credit Card:** Payment of Credit card bill requires two signing authority. Policies around authorized use – Suggest Chair and Treasurer. Deron will check that authorization fits with Auditors.
Motion – *Credit card use must be authorized by the Executive in writing (email) prior to expenses incurred.*
Moved by Sierra, Seconded Courtney CARRIED
- Discussion about distribution of the **Annual Report** – John to finalize, Deron to upload to website
- **Surestay advertising opportunity** – defer to next meeting
- **OBIAA conference:** see above under 2024 Operating Budget
- **Municipal Update** (Matt Gilmer) – First Impressions program partners us with Petawawa. Hopefully in the Spring. BIA & Chamber contacted about participating. The team will be formed by the end of February. Shelley is interested in participating. Expand 43 Committee is led by County and consultants (McIntosh-Perry). Primarily concerned with robust communication. Waterfront Access Study Jan 24th.
- **Events Committee** – a list of events contained in the Agenda Package
- **Finance** – all good.
- **Expansion** - Date and location to be determined of an Information Meeting.

Move to **CLOSED** (at 12:28 am) – Moved by John, Seconded by Mary-Anne – Matt leaves
Out of CLOSED (at 1:00 pm) Moved by Mary-Anne Seconded by Nina

Courtney Vezina leaves at 1:00 pm

Other Business Arising from Discussion - none

Period For Questions from Members, Public and Media - none

Summary of Actionable Items:

All: Consider revising the Land Acknowledgement similar to MNG's

Mary-Anne: Estimate source deductions for Summer Student, adjust 2024 Op. Budget

Matt: will check whether the Admin MOU needs to be extended to cover the \$40K grant.

Deron and Mary-Anne: Draft Event Policies and bring back to the Board on Feb 21

All: Set an additional, separate Board meeting of approx. 2 hrs by Doodle Poll for a 3yr Business Plan discussion

John: Finalize 2023 Annual Report, **Deron:** upload to website and distribute

John: set time/date/place for BIA Expansion Information Meeting, send invites

Close of Meeting

Meeting closed at: 1:03 pm

Motion to Close. Moved by Mary-Anne Seconded by Nina Carried.

Next Board Meeting: Feb.21st, 2024 at **10:30 am**, NGPL

CLOSED 10:30am to 11:00am, **OPEN** 11:00 am