



Board of Management Minutes

Nov. 15, 2023

OTK BIA Board of Management Meeting

Status: In-person

Location: North Grenville Public Library

Date and Time of Meeting: November 15th, 2023 at 11:00am.

Present: Sierra Jones-Martel, Nina Tachuk, Shelley Mitchell, John Barclay, Mary-Anne Leang (arr. 11:36)

Absent:

Regrets: Courtney Vezina

Guests: Matt Gilmer, Kris Vrolyk

Staff: Deron Johnston

Call to Order at: 11:03

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 November 15th, 2023.

Motion to approve agenda for November 15th, 2023.

Moved by Sierra, seconded by Nina.

Review of minutes for meeting of October 18th, 2023. (see Agenda Package)

Motion to approve minutes of October 18th, 2023 .
Moved by Nina, seconded by John .

Review of Executive Committee Minutes. (see Agenda Package)

Disclosure of interest: none

Opening Statements – Shelley Mitchell

Deputations

Discussions/Decisions

- **AGM:** Thursday Nov. 30 6:30: agenda – discussion of agenda, including Annual Report, Powerpoint content and format, including a focus on progress and growth. Hard copies available for those attending. Discussion of a hook to attract attendance to the AGM - website? Screenshot and link to website in the Powerpoint. Post AGM newsletter and press release has full Annual Report and website link. Notice of meeting - Discussion of Business newsletter, pre- AGM (Nov 22nd & reminder with tease 27th) and post AGM. Technical rehearsal on Nov. 29th 1pm, a run-through of final PowerPoint. Discussion of creating a business email distribution group. Discussion of technical help for an email distribution group and the MailChimp software. Agenda of AGM reviewed. Discussion of invitations, who?
- **2024 Operating Budget Plan A and Plan B** – discussion about Municipal contribution as yet confirmed (Note#2), The \$650 levy increase, COLA (2.5%) is less than inflation (Note#1), Worst case scenario **Plan B** reviewed:
Discussion of worst-case scenario projected surplus less than the Reserve Policy minimum of \$19,000. Salary discussion was moved to a **Closed Session** – (Deron, Matt and Kris depart)
Open session continued (Deron and Matt returned) Plan B Salary changed to \$35,000 (Note#3). Projected surplus is now greater than \$19,000. Buskerfest budget reduced to \$28,000 (Note#4)..
- **Holiday Lunch?** –Board only at noon. Z'more? - canvas them for dates in December. Info placed in Post AGM newsletter (RSVP required, appetizer's while supplies last 2pm -4pm)

Reports

- Municipal Report – Matt Gilmer and John. (see Matt's report, Agenda Package)
- Financial Report – Sierra presented the statement as of October 5, 2023 showing a projected surplus of \$69,962.45. By year end this will be less due to expenses yet incurred/paid
- Programming & Marketing Committee Report – Shelley – safety concerns from Kreepy Kemptville, look for a weekly promotion like Meet the Business Monday
- Expansion Committee Report – John met with Stephen Bent re: an Expansion info meeting.

- Executive Director's Report – Deron.

Other Business Arising From Discussion

Buskerfest vendor discussion – possibly an agenda item for next Exec. Cmt.

Period For Questions From Members, Public and Media

Summary of Actionable Items

Deron – send pre AGM business newsletter (Nov 22nd & short reminder with tease 27th) and post AGM. With Newsletter Stats on open rate, clicks

Shelley to contact Megan for technical support and implementation of email groups,

Deron send out invites to key people at Chamber, Council

Sierra to provide updated Projected Net Surplus in 2023 for 2024 Operating Budget discussions.

John – revise 2024 Operating Plan's worst case scenario for discussion

Close of Meeting

Meeting closed at 12:50:

Motion to close: Moved by Nina , seconded by Mary-Anne. Carried.

Next Board Meeting: November 30th, 2023 at 8pm, NGPL