



Minutes – Oct. 16, 2024

Board of Management Meeting

Status: Hybrid

Location: North Grenville Public Library

Date and Time of Meeting: October 16th, 2024, 11:00-1:00

Present: Shelley Mitchell, Sierra Jones-Martel, Mary-Anne Leang, Nina Tachuk, John Barclay, Talia Hreljac (virtual)

Others: Jennifer Hood (BIA ED), Matt Gilmer

Call to Order at:

Reading of Land Acknowledgement: The BIA acknowledges that the BIA operates on the territory of the Anishnabek. We recognize all First Nations, Métis, and Inuit peoples who now call North Grenville their home. We respect and support the need for cultivating a strong relationship, and we commit to Indigenous-informed decision making to foster the path towards reconciliation.

Opening Statement

Assignment of Recording Secretary: John

Review and approval of Agenda for meeting of October 16th, 2024.

A Closed Session was added to the Agenda and a deferral of the AGM was suggested due to time constraints

Motion to: approve as amended: Moved by Sierra, seconded by Nina. CARRIED

Review and approval of BoM Minutes of July 17th, 2024.

Motion to: approve: Moved by Nina , seconded by Mary-Anne. CARRIED

Review and approval of BoM Minutes of Sept. 18th, 2024.

Additions to Financial Report – Sierra’s report of ongoing South Branch Serenade (SBS) and Kreepy Kemptville expenses and receipt of the Community Grant of \$1,800 (SBS)

Additions to ED’s Report - a report on the First Impressions Community Exchange (FICE) program

Motion to: approve as amended: Moved by Mary-Anne, seconded by Sierra .

Review of Executive Committee Minutes September 25th, 2024.

Disclosure of interest: None

Deputations: None

DISCUSSIONS & DECISIONS

- **Municipal Ask:** Discussion of the Draft letter to Senior Management and the delegation to Council. Dates to be set for a meeting with Public Works and Parks, Recreation & Culture Directors (Mike Finley, Mark Guy) with Nina and Shelley to discuss the Draft Municipal “Ask” letter. Dates to be set. (see Actionable Items)
- **2024-2027 Business Plan:** Needs to be updated with a new Introduction by Shelley The Mission will be updated to list the five “pillars (Streetscape, Marketing, Events, Advocacy, Strategic Planning). The Vision will be updated to cut the line about being unsustainable. It will be presented at the AGM to members after a screening of the OBIAA video and approved at the following Board meeting,

General Discussion followed regarding Values/Pillars – Need to have a Downtown focus when promoting Associate membership. Associate membership needs to be part of our Expansion Strategy. Currently there are no details or parameters on what the benefits are. Events to be sponsored by non-members. We should also be strategic regarding the business mix downtown (business attraction). We should be advocating for the development of the NGHS among other things. Do we need to review programming/events – focus on three events Kreepy Kemptville, Easter Bunny Hop and Old Town Christmas? Buskerfest in 2026 should be hived off and not be our responsibility. It would be easier to organize, run and fundraise by an independent group. \$2500 is in the 2024 budget for physical enhancements: bikes, garbage cans, benches, Rotary Peace poles? – to be decided later.

- **Credit Card:** no update. Should we opt for a pre-paid, re-loadable card?
- **Board/Committee Development:** anyone of interest?
- **AGM:** Discussion deferred. John will finalize the invitation and AGM Agenda

Reports

- Municipal Report – Matt Gilmer – Consultation on the Official Plan are underway. It will be followed by consultation about a Secondary Plan for Downtown. Cost sharing

program for bike racks 50/50 with businesses now available. Include in Members Only newsletter

- Financial Report – Sierra.- the 2023 Audit is done and should be available by November 11th. Our Accumulated surplus (general and dedicated) is currently \$103K. Buskerfest 2024 surplus equals \$10,656. Other dedicated reserves include Expansion and Covid Recovery funds for Admin.
- Programming & Marketing Committee Report – Nina reported on Kreepy Kemptville plans and the need for more volunteers. Talia volunteered to coordinate Old Town Christmas.
- Buskerfest – Sierra – Financial Report above
- Expansion Committee Report – John referred to the Expansion Report of October 14th outlining details of the Expansion Information meeting held on October 8th - attended by Wil Pearl, Tom Graham, Greg Lane, Rick Tachuk, Paul Cormier as well as Shelley Mitchell, Matt Gilmer, John, and Deb Wilson. From the Report Summary: *There seemed to be a consensus among those who remained after 6pm that the way forward was to increase the 2025 levy and to take the year to execute a strategy that would introduce building owners and businesses within a “downtown” footprint (a version of the DKCAP map) to the potential benefits of becoming Associate members. Hopefully, the Associate Member “pins” on a downtown map would suggest an outline of a successful expansion footprint. Only then should the Expansion process be initiated*
- Executive Director’s Report - Jen – 10 volunteers were identified at the Job Fair. Candy Stations or Stops were suggested for Kreepy Kemptville. Businesses could pool together to sponsor each station or stop.

CLOSED - (12:25pm)

Motion to: go into Closed – moved by Nina, seconded by Talia - CARRIED

Motion to: come out of Closed – moved by Nina, seconded by Sierra – CARRIED

OPEN

Motion to: accept Jennifer Hood’s resignation as Executive Director effective October 26th and to communicate a Transition Plan to her. – moved by Mary-Anne, seconded by Nina - CARRIED

General Discussion followed – Do we transition into two positions with a separate Events Coordinator? The Executive Committee will meet November 6th to discuss new job descriptions and titles. The Google Space was created in August by the ED but is currently not workable. There are issues related to passwords, shared logins, credit card payment. Mary-Anne will try to sort it out.

Period For Questions from Members, Public and Media - none

Summary of Actionable Items

Shelley – Check with Chloe Preston (Clerk) about getting on the Agenda of an upcoming Council meeting to present the 2024-2027 Business Plan and Municipal “Ask”

John w/Matt – book space in the NGMC for the BIA AGM on Nov. 27 (TBC) and will finalize and circulate the invitation and AGM Agenda

Sierra – Update the Reserve Policy to distinguish between General Reserves and Dedicated reserves (Admin funding, Buskerfest, Expansion)

Talia - to coordinate Old Town Christmas

Mary-Anne – will get a handle on the Google-Space access .

Close of Meeting

Motion to: Adjourn: . Moved by Nina , seconded by Sierra CARRIED

Meeting closed at: 1:05pm

Next Meeting: Nov.20th , 2024 at 11:00am.