



OTK BOM MINUTES 2025.01.15

Board of Management Meeting

Status: In-person

Location: North Grenville Public Library

Date and Time of Meeting: Jan. 15th, 2025 11:00-1:00

Present: Brandy Gouild, Sierra Jones-Martel, Shelley Mitchell, John Barclay, Nina Tachuk(virtual), Deb Wilson (virtual), Talia (Staff)

Regrets: Mary-Ann

Guests: 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:

Review and approval of Agenda for meeting of Jan.15th, 2024.

Motion to approve: Moved by Sierra, seconded by John. **CARRIED**

Review and approval of BoM Minutes of Nov.28th, 2024.

Motion to approve: Moved by John , seconded by Nina . **CARRIED**

Review of Executive Committee Minutes Dec.4th, 2024 and Jan.8th,2025.

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

Disclosure of interest: none

Deputations: none

DISCUSSIONS & DECISIONS

- **Staffing Recommendations:** discussion – Exec Cmt recommends one \$60K (gross) for staffing, 37.5 for Executive Director, If Employee then ESA is involved and termination after two years, Discussion about implications (holidays etc), John was hired as an Independent Contractor (parttime) Sustainability issue with declining Municipal funds.

MOTION: to make the position of Executive Director that of an Independent Contractor rather than Employee– **Moved by Brandy, Seconded by Nina - CARRIED**

- **Hiring Committee:** Brandy, Sierra, Shelley and Deb are interested in being on the Cmt. John can assist with a sample Independent Contractor sample agreement

MOTION: To strike a Hiring Committee of Deb, Sierra, Brandy (Chair) and Shelley **Moved by” Sierra, Seconded by Nina CARRIED**

- **Delegation to Council:** Feb.4th 6:00-6:30: presentation on Municipal Ask, 2025 Budget and 2025 Business Plan. PRC & PW staff met with the Board. Similar items are from last year. A prioritized list would be a good idea. Matt has included a Wayfinding Strategy to his departmental budget. All welcome to attend in person
- **Credit Card:** December 5th-27th Statement has been received online and paid
- **Board/Committee Development:**

Reports

- Municipal Report – Matt Gilmer March 20th Mayor’s Address. 2025 March 4th Job Fair.
- Financial Report – .Sierra noted that the GIC is an asset. Approximately \$80K surplus (includes dedicated reserve) Andrew suggests moving to Quickbooks (\$24/mnth), Will come from the Professional/Accounting line item.
- Programming & Marketing Committee Report – Nina good work being done. Solidify all events and most involve members. Scavenger Hunt. Feb 1st Winter Carnival. March 27th Learning Network Seminar (insert other events). July/August South Branch Serenade. Striking a balance between events for members and as well general public. Public Art installation in Ferguson Parkette. A Calendar of Events needed in order to communicate with membership and general public.
- Buskerfest – Sierra. Planning is ongoing. Budget has not been finalized. Sponsorship is a concern – no title sponsor yet. Saturday the 17th. Friday events have not been finalized. 5 hrs of programming needed for funding.

- Expansion Committee Report – John gave a verbal report of the meeting on January 14th and promised a written report for the next Board meeting
- Executive Director's Report - Talia summarized her written report (see Agenda Package)

Google Workspace Workshop: Mary Anne led a demonstration of our Google Space software. Discussion of folders (high level vs archival, how and why to create new folders) Eg. Agenda Packages. Access via Google.ca. Search for a list of folders via BIA Master Folder, John will populate some of the Google folders with BIA material he has archived.

Other Business – Hwy 43 signage quotes – single sign recovering and installation on similar artwork (w/white letters), Westbound only \$2,785, Westbound and Eastbound \$5,300.

Period For Questions from Members, Public and Media - none

Summary of Actionable Items

- John will create a separate page for Deb's nomination to send to the Clerk
- John will populate some of the Google folders with BIA material he has archived

Close of Meeting

Motion: to close: . Moved by John, seconded by Shelley. Carried.

Meeting closed at: **1:00pm**

Next Meeting: Feb.19th , 2025 at 11:00am.