

Trenton DBIA
Monthly Board Meetings

April 18, 2017

I. Call to order:

Angela Wildish called to order the regular meeting of the Trenton DBIA at 6pm on April 18, 2017 at 6 Dundas Street West, Trenton On.

II. Role Call

The following persons were present: Lisa Kuypers, Angela Wildish, Lily Peddelston, Samantha Reichart, Bob Wannamaker, Mari Collins, Kristina Walt, Anita deVries

Absent: Barney Goldburgh

III. Declaration/Conflict of Interest: None

IV. Approval of Agenda: Motion made by Lily , seconded by Mari/ motion carried

V. Approval of Minutes from March 21,2017:

Motion made by Samantha, seconded by Anita/ Motion Carried

VI. Open Issues

a) Business Arising from Minutes

- January minutes needed for approval-tabled to May Meeting-**Lisa**
- March 29 minutes needed for approval-tabled to May meeting-**Lisa**
- Angela was told by Caleb that the money invested for the DBIA is the same as the Cities rate from the bank

b) ED Accountability/Operational Plan and Performance Plan:

- Lisa discussed with us her plans and objectives for 2017-
- It was asked how many out of town vendors we have for Festival on the Bay, to date we have 14 and we had a total of 20 non members in 2016.
- Downtown Fall Marketfest is on the 23rd of September(same time as Applefest) -this was the only time we were able to have it Vendors are happy.

- Logo is finished-waiting for quotes from Willow and J&B Printing.
- Student Grant approved-\$6000.00-2 students will be hired to help with the beautification of Downtown and in the office-**Lisa** will speak with Chris to let him know. 1 adult from Community Living was hired to help with the beautification downtown.
- Lisa asked for a monthly message from the chair to be given the third week of each month-**Angela**
- Lisa asks for a welcome letter(to go in package) from each board member explaining a little about who you are and your business. **All Board Members**
- The radio ad has been clearly heard by many- unclear of whether it is from Quinte West or DBIA- People are hearing about Downtown which is a plus.

c) **Treasures Report:** None at this time

d) **Vision and Mission Statement: Needed something clearer/simpler and straight to the point- “ DOWNTOWN TRENTON THE PLACE TO BE”**

Motion made by Bob and seconded by Samantha/ motion Carried

e) **Vise Chair and Treasurer Appointments**

- Lisa discussed treasurer and vice chair roles as per other DBIA's-we have agreed that Vice Chair will fill the Role of Chair when Chair is absent and Treasurer duties are to sign cheque requisitions and give monthly reports.**Lisa to put in Policy.** Motion made by Lily that Kristina Walt (once approved by council)**Lisa to forward Kristina's name to council.** become treasurer seconded by Samantha/Carried. Motion made by Lily that Samantha become Vice Chair-seconded by Mari/Carried

f) **Policy Review**-discussion from items 1 a-h

- Proposal to change the wording from In Camera to Closed meeting-**Lisa**
- **Add:** all meetings(except closed) will have the option to audio record for the sole purpose of minute taking-**Lisa**(motion made by Mari , seconded by Lily/carried)
- **Add:** Meetings will be conducted so that all members will have two minutes on each agenda topic-Chair will be responsible to facilitate conversation-**Lisa** (motion made by Samantha, seconded by Mari/carried)

- **Add:** Ensure any business arising outside of board meetings gets agenda'd at the next board meeting- **Lisa** (Motion made by Anita, seconded by Mari/carried)
- Page numbers needed-dates and revised dates to be added-**Lisa**
- Policy reading #2 a-d for May meeting-All Board **Members**

VII. New Business

a) Second person to sign cheques:

- **Changes:** Executive Director has signing authority up to \$800.00 dollars, anything over will need a second signature. Motion made by Mari, seconded by Samantha-Motion Carried- **Lisa to check where it is in policy and change.**

b) Approval of Measurable for Working Plan

- Lisa and Board went over the measurables-some discussion on concrete measurables, how to count foot traffic, let Bob know if city help is needed, "Like" each other on FB to help promote /Christmas was deferred to a meeting closer to the event. Areas were approved and some taken out as they were considered repeats.

VIII. Round Table:

- DBIA purchased 4 bikes in 2016-**Lisa** deciding what to do with them
- Health/Harrassment-Lisa asks us to download off the ministry website- read what she sent- answer questionnaire she handed out to us and let her know once this is done- **All Board Members**
- Parking meetings are not always giving time-just taking money-**Lisa**
- Angela approved the nominations of Kristina Walt to position of Treasurer-(to be approved by council) motion made by Samantha, seconded by Bob-carried ..and Samantha as Vice Chair- motion made by Lily, seconded by Mari-Carried

IX. Closed Door Meeting: Angela, Mari,Samantha,Lily,Anita- Discussion on Ed job description/wages(meeting adjourned 9:20)

X. Meeting Adjourned: 8pm **Next Meeting:** May 16, 2017 6 pm

