

# TRENTON DBIA- Monthly Board of Management Meeting

## Virtual Zoom Meeting

Wednesday June 17, 20 5:30 pm

1. 5:30 PM Matt called the meeting to Order
2. 5:35 Roll Call: Present: Matt Williams, Lily Peddlesden, David O'Neil, ED-Lisa Kuypers, Anita deVries absent: Mari Collins
3. Agenda: next board meeting should read July 15 2020-no New Business to add.
4. Matt made the motion to approve the minutes from the May 27, 2020 - seconded by Lily-motion carried
5. Treasurers Report:
  - to date Lisa has spent \$500 of the 1000 approved for Covid-19 material
  - new printer was purchased and set up-discussion on cost being over a thousand, cost included-printer, cartridges, toners, set up fee
6. Progress reports-
  - the city website will not be suitable for the DBIA to fit its needs, Lisa has received one quote and is waiting for 2 more before deciding who would be best for creating a new website for the DBIA
  - should there be a credit card for the DBIA rather than using the ED's personal account. Matt made a motion to acquire a credit card for the DBIA with a limit up to 500.00 seconded by Anita. Lisa will check into which card would be most beneficial for her to use. Motion -Carried
  - Lisa had inquired with the city about E transfers-the city at this time does not accept E transfers-Lisa will check in with Caleb DenOuden
  - Holiday request for July 27-31-approved by board
  - time used report- need to see updated copy- Lisa will resubmit to the board-should see a time owed column at the end-was also a question on how these hours are being tracked-daily?

*-TREASURER REPORT: David asked that as per requirement moving forward any supplier invoices to be paid by the city-copies of the original invoice be provided to the city. -for any reimbursements made to DBIA staff-the repayment request must be signed as approved by either the DBIA Chair or Treasurer -also the receipts provided to the city must be the original receipts. -(this taken out of the notes of August 28 2019 (we did not have a meeting July 2019)*

-As noted above-the form for cash payments, will need to be redone by taking out the ED signature line-keep in the chairpersons signature and add the treasurers signature if needed

-working on how Annette Marr's day to day work days will look based on DBIA work and digital mainstream

-Lisa is part of the Economic Recovery Task Force Committee-their goals are how to support businesses through strategies and best practices for those Quinte West

-procedures and policies-need to have a separate file for quick information look up

-Canada day-Lisa will see what the City is doing for this celebration so there will be no overlap-flags with ribbon will be placed on each pole downtown the week prior to Canada's birthday-up to 500 has been approved by the board

6:15 Meeting adjourned-

Next meeting- August 19, 2020