

Trenton DBIA – Monthly Board Meeting

6 Dundas Street W, Trenton, Ontario

Wednesday, Mar. 28th, 2018, 6:00pm

Agenda

1. **Welcome and Call to Order**
2. **Roll Call**
3. **Declaration/Conflict of interest**
4. **Approval of Agenda**
5. **Approval of Minutes from Feb 20, and Feb 28, 2017 meetings**
6. **Business Arising from Minutes**
7. **6:05 – 6:10 New Business**
8. **6:10 - 6:25 Executive Director Report. (waiting for template)**
 - Summer students**
 - Summer grant**
 - Festival report**
 - City communication update**
 - ECDEV report**
9. **6:25 – 6:30 Treasures Report- Kristina**
10. **6:30- 6:50 Job Descriptions**
11. **6:50- 7:15 Discuss polices on city communication**
12. **7:15- 7:30 Discuss finishing and adding of Policies & Procedures**
13. **7:30- 7:45 Letter/Agreement from the city (HR)**

Closed Door

1. **7:45-8:00 Admin Assistant Contract Review– 15 mins**
2. **8:00-8:30 Bonus/Salary Plans**

Adjournment Planned for 8:30pm

Next Board meeting April 17th