

Trenton DBIA
Monthly Board Meetings

May 15, 2018

1. Closed Door Meeting

2. Call to order the open portion of the meeting:

Angela Wildish called to order the regular meeting of the Trenton DBIA at 6:30pm on May 15, 2018 6 Dundas Street West, Trenton On.

3. Roll Call

The following persons were present: Angela Wildish, Lily Peddelston, Kristina Walt, Carrie Parkhurst and non-board members Liz Garrett and Lisa Kuypers

Absent: Bob Wannamaker, Bob Pond

4. Declaration/Conflict of Interest: None

5. Approval of Agenda: Lily approved, seconded by Kristina

6. Approval of Minutes from April 17, 2018 meeting:

Angela motioned to approve minutes, seconded by Carrie – all in favor

7. Business from minutes:

- Kristina has initiated conversations but has not heard anything back about training on the Excel sheets that make it easier to consolidate everything onto one sheet.

- Angela will ask Anita about where closed meeting minutes are – they are not in the office.

- Kristina would not like to consolidate the treasurer and secretary position

- Lily motioned for a vote on the idea that board members take turns taking minutes in meetings going forward, the motion was seconded by Carrie – all in favor

8. New Business:

- Shane would like to speak at next month's meeting about the contents of his email

- Angela asked Lisa if anyone else has brought forward a concern about the bands at the sidewalk sale

- Lisa noted that Mr. Squeezy wants to be beside the band. The survey respondents only said that they wanted the bands back, but there was no feedback about where the bands are located.

- Kristina suggested asking people near The Red Shark about how they feel about it.

- Angela asked if any of the suggestions given by Shane would work

- Lisa noted that the City has already approved the location of the Kiwanis bar, which would be set up along Murphy Street, and the band is set up at the fountain for the TMH Street dance on Saturday night, and bed races have been approved for taking place along Murphy Street.

- Angela says that if the main stage is set at the fountain for the street dance, then we may not have the ability to move it.

- We will discuss this topic next meeting when Shane is present

- Angela thinks the ED could use the strat plan document, but use the strat plan document with the column at the end of it, a column that would be used for updates/measurables. The strat plan goal would be listed in the plan. For example, I will boost social media by 10%. Then the outcome would be listed in the outcome/measurable column to show the outcome of the goal. This document would be used instead of Lisa making a new sheet for each ED report.

- Lisa reported about students – she introduced their names and positions

- Lisa was told the grant for students had to start May 15th, but then found out that the students could have started at any time.

- Lisa's plan then is to start with a new student in July

- Beautification students: Lisa discussed the duties of the students from the City Hall

- Results from the home show survey were read

- The #1 reason for people coming downtown was to go to the bank and the #2 reason was to go grocery shopping
- Lisa wants to vote on using some money to re-print our DBIA directory.
- We will vote on that topic next meeting so that we know more about what we are using the money for and decide where we would be taking it out of our budget as well as how much money we would need.
- Lisa wants to send festival bookmarks back with kids once they finish school
- We will be posting our events on a CFB Trenton webpage
- Kristina suggested we also target the retirement centres to advertise our concerts. We could use Facebook, the Trentonian, and maybe Shoppers or other pharmacies too
- Lisa has to see about some of those ideas, because a lot of the concert advertising is the City's ads.
- Lisa reminds us to all share the concerts on our social media pages.

9. E.D's report:

- The May checklist is done
- Axes and Allies will be at the Festival on the Bay on Fri. and Sat. and will be set up in front of Captain George's Fish and Chips.
- The TMH is having bed races on Murphy Street and will race in front of ABC. We have nothing to do with the bed races and the City has nothing to do with Festival on the Bay. For example, Art in the Park and the TMH Street dance are not ours, so for those, Lisa can suggest a checklist to organizers this year, but would not do that next year.
- Political candidates have opened their offices downtown – Liberal, Conservative and the NDP candidates.
- Lisa wants to be approved to write time sheets for her admin assistant and for the students.
- Kristina made a motion that Lisa can sign the time sheets for up to \$800 for employees who report directly to her, seconded by Carrie – all approved.

10. Treasurer's Report:

- Budget – everything is on track. Grants will show when they come up.
- Kristina asks --Why are the salaries so low?
- After some examination, it appeared that there was an error in the salaries column. Angela noted that Lisa's salary was put in the part-time column, and that was the error.
- Lisa will figure out the salaries and benefits column for next meeting.
- There are no other concerns
- Angela received a nice email from Paige. Angela suggests that moving forward, all students who create DBIA emails create email addresses with DBIA in the name of the email address.
- Lisa brings up the fact that our email system can pose some problems in that Lisa's emails are visible to the admin assistant. This problem was looked into previously, and it was found that there was a reason for the office email accounts to be linked in this way.
- We could possibly move to Cogeco in the future. We could keep that possibility in mind.

11. Closed Door Meeting

Meeting adjourned: Next Meeting May 15, 2018