

**Trenton DBIA**  
**Monthly Board Meetings**

May 16, 2017

**I. Call to order:**

Angela Wildish called to order the regular meeting of the Trenton DBIA at 6pm on May 16, 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, Kristina Walt, Anita deVries

**Absent:** Barney Goldburgh, Mari Reichart

**III. Declaration/Conflict of Interest:** None

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

**V. Approval of Minutes from April 18,2017:**

Motion made by Bob, seconded by Samantha/ Motion Carried

**VI. Open Issues**

**a) Business Arising from Minutes**

- January 3 minute approval-Motion made by Angela seconded by Lily/ Motion carried
- March 17 minute approval-Motion made by Angela seconded by Lily/ Motion carried
- March 29 minute approval-Motion made by Angela seconded by Samantha/ motion carried
- Kristina's name was forwarded by council by Lisa and approved at their May 15,2017 meeting

**b) ED Accountability/Operational Plan and Performance Plan:**

- Lisa emailed her May working STRAT plan prior to meeting-had discussion
- Suggestion to check "Survey Monkey" (free) and "Constant Contact"
- Discussion came out through the event from Hops on the Water as to who may use space and where- since it is not business like for us to have to listen to or respond to second hand information we have decided that if there are complaints, the said person(s)/parties may come to the DBIA office to fill out the new complaint forms (example form to be sent to Lisa from Anita) we can then discuss the complaint as a committee if need be and respond accordingly.

- Overall comment on the STRAT plan- looks great-thanks Lisa

**c) Treasures Report:** Kristina sent out the Selective Trial Balance ending April 30- there is always a full report available at the office-Lisa will discuss spending procedures with Kristina

**VII. New Business/Round Table:**

- Health/Harassment-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

- Bob informed us there are 44 concerts this summer in Trenton -Thursday to Sunday nights- Centennial Park , Fraser Park and Front St. Square.

- The downtown core- we need to be concerned about negative attitudes and need to work together and encourage each other on a "Positive Promoting Campaign"-words of encouragement can be put in our monthly newsletter and a column in the newspaper....

- Lisa's Holiday's- May 18,19/ June 5-9 and July 17-24

- Confidentiality papers- Kristina needs to sign?-Lisa keeps these on file- If Lisa could check files to see who still needs to sign and make sure there is one for herself as ED

- Payroll cheques will still be signed off with Samantha, Angela or Kristina's signatures-reminder that the exec. Has signing authority for Street sweeper

- Policy review- reading for #2 a-d has been tabled for June meeting

**VIII. Closed Door Meeting:** Angela, Samantha, Lily, Bob, Kristina, Anita- Finalizing ED job description/wages

IX. Meeting Adjourned: 8pm Next Meeting: June 20, 2017 6 pm