

**Trenton DBIA**  
**Monthly Board Meeting**  
March 28, 2018

**I. Call to Order:**

Angela Wildish called to order the regular meeting of the Trenton DBIA at 7pm on March 28, 2018 at 6 Dundas Street West, Trenton On.

**II. Role Call:**

**The following persons were present:** Angela Wildish, Lily Peddelston, Carrie Parkhurst, Bob Pond, Bob Wannamaker, and non-board members-Lisa Kuypers, Liz Garrett

**Absent:** Kristina Walt, Anita Devries

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

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

**V. Approval of Minutes from Feb. 20 , 2018 meeting:**

**VI.** Motion made by Bob P., seconded by Carrie/ motion carried

**VII. Approval of the 2018 Annual General Meeting minutes:**

Motion made by Bob P., seconded by Lily

**VIII.** At the last meeting it was decided that 'New Business' would occur at the beginning of meetings from here on in.

**New Business:**

- Caleb from City Hall has informed the office about the rules around the levy increase that was voted in at the AGM. Kristina will provide us with further details about that in our next meeting.

- Our budget has been approved at the AGM as well

- During the last Festival on the Bay, Esthetica, a non-Quinte West business, brought the same brand that Vivacious sells at the sidewalk sale, but Esthetica sold its items at half the price

that Vivacious was selling the same product. Angela would like the board to vote on this topic. She still would like non-Quinte West clothing businesses to come to the sidewalk sale and she welcomes competition, but she would like a vote on this particular business being able to bring the very same brands that Vivacious offers to the sidewalk sale.

- Lily agrees that we should give stipulations in this situation about that particular brand.
- Bob P. brought up that this topic can snowball into something where if we create rules for this one situation, then where is the line drawn for other vendors bringing in other items that create clashes with other downtown businesses?
- Lily notes that we as a board had previously collectively decided that if any DBIA member has a specific problem, then that problem can be brought to the board to be voted on, then we can let the incoming vendor know if there are specific stipulations that arise from that vote.

Bob W. mentioned that Angela is supposed to leave the room during this vote. During the vote, all board members were present.

- 3 members voted no to Esthetica bringing certain brand labels to the Festival on the Bay sidewalk sale – Bob P., Lily, and Carrie – motion passed and Lisa will need to let Esthetica know that she cannot bring certain brand labels.
- Lisa noted that DBIA members who are not on the board have been asking about attending meetings. Therefore, Lisa would like a section on our future agendas titled ‘public input’ or something to that effect.
- Angela noted that any member of the public can’t show up and speak, but DBIA members who are not board members are welcome to attend meetings and speak; therefore, going forward, the ‘New Business’ sections of our meetings will incorporate any public DBIA members input at meetings. In addition, if these members do want to attend any meeting in order to discuss a specific topic, Angela would like for that member to let us know what topic they plan to speak about ahead of time, so that it can be included on our agenda.

## **IX. Open Issues**

- a) **Business Arising from Minutes - none**
- b) **Treasurer’s Report:** No treasurer’s report tonight since Kristina is absent. We will have one next meeting.

c) Carrie and Lily asked to go over the job descriptions. They would like to go over the Chair, E/Ds, and Board Member roles.

- Angela noted that we have the descriptions in our constitution and in the policies and procedures document, but these two documents differ from each other greatly. She notes that to make any updates to the constitution, we need to vote those changes in.

-Angela suggests that two people make recommendations about the constitutional changes, then the membership would vote on those suggested changes after the board agrees to them.

- Lily, Carrie, and Bob P agreed to be the committee of people on the board who will go over the job descriptions to get the wording right and recommend changes to the job descriptions.

- It was decided that a part of each meeting moving forward will be dedicated to going over the suggested job description changes that this committee brings forward.

Angela noted that if we vote on something re: city communications with DBIA, then we can add that to the policies and procedures.

- Kristina and Angela met with Lorrie Coxwell Duncan, the director of HR at City Hall.

- Lorrie would like a formal agreement signed that agrees that her department at the City acts as our payroll services but the DBIA employees are DBIA employees alone.

- An agreement form was given to Angela.

- A motion to vote to sign that agreement was made by Lily and seconded by Bob P.

- All board members present at the meeting were in favor of signing the City's Payroll Services Agreement. The agreement was then signed.

**X. Executive Director's Reports:**

- We won't know about grant summer students until May.

- The reports on City communications as well as the Economic Development report were sent via email in advance of this meeting. There were no questions or concerns about those reports.

**Festival Report:**

- All entertainers have been hired as well as the sound system person.
- Lisa provided all the details from her festival checklist.
- The fireworks won't be as big this year as they were last year.
- There were no questions about the Festival on the Bay report.
- TMH is asking about the opportunity to do bed races during the Festival on the Bay. There may be some opportunity to do these races along Murphy Street during the festival.
- The TMH street dance that is being organized by TMH people has the approval of the mayor; however, it has not obtained official approval of other city hall officials at this point in time.
- The Big Bands will still be going ahead on the Friday, Sat. and Sunday during the Festival on the Bay this year.
- The Trenton Kiwanis Club has asked about the possibility of allowing alcohol during the Festival on the Bay.
- A motion to a vote on the idea of allowing a bar serving alcohol during the day on Saturday, July 21st, at the Festival on the Bay was made by Lily, and seconded by Carrie.
- a vote on that topic occurred and all board members present at the meeting voted no to having a bar at the Festival on the Bay.

**Hops on the Water report** – The Port Bistro Pub is the only downtown business who has opted to take part in Hops on the Water.

- **Our lease** is up this year.
- We tried to ask the City about moving in to the Community Policing building, but we were told it is not big enough for both the Community Policing people and us.

- It was mentioned that we would like to put forward a proposal for the Community Policing building to become the DBIA office that houses the Community Policing within it. This was not voted on

### **E solutions**

- City Hall has informed us that to change our logo on our website it will cost approximately \$900.

- Angela asked for a vote on the topic of 'Should we allow Lisa to ask a website business about various costs and options related to our website'

- This topic was voted on – every DBIA board member present at this meeting was in agreement that yes Lisa should ask a website provider about our website options.

**From Economic Development** – In a recent EcDev meeting, the idea of bringing a food truck to the Front Street Farmers' Market was discussed. The farmers market is looking at the possibility of adding this truck Saturday mornings specifically.

- There would be specifications for the food truck e.g. no pizza or coffee.

- Food businesses in our downtown responded to an email we sent out to ask them their opinion on this topic.

- It seems maybe there could be a way for a food truck only if it were unique and not readily available in our area.

-Angela says that if a food truck comes into the market; make sure it's there only during market hours.

– Bob P. suggests, what about other ideas to attract people to our market? A food truck would only do so much to attract people, and there are other options such as unique arts and crafts.

### **Quinte Canadian Film Festival**

- Our website will be linked to the Quinte Canadian Film Festival site this year. Our logo will appear on their marketing materials as well such as postcards, e-blasts, and posters. We have one free screening ticket as well.

- Lily would like to ask if we can also bring our banners to their events. Lisa will ask about bringing our banners to opening night, their cocktail parties etc.

**XI. Closed Door Meeting:** Angela, Lily, Carrie, Bob P. Bob W., Lisa

**XII. Meeting Adjourned:** 9pm

**Next Meeting April 18 2018**