

Special Public Meeting



23 April 23 2024 / 5:30 PM / Trenton DBIA Office

WELCOME

Paulette Kinmond, Chair of the Trenton DBIA Board, extended a warm welcome to all those present.

MEETING MINUTES AUDIO RECODED

Find link [HERE](#) to audio recording.

INTRODUCTION OF TRENTON DBIA BOARD MEMBERS

The Chair - Paulette Kinmond introduced the Trenton DBIA Board Members as Follows:

- Vice Chair - Brandy Brown (to join meeting at 6:15 PM)
- 2nd Chair - position is vacant
- Treasurer - Mari Collins
- City Elect - Zackary Card
- Director - Taylor Russett
- Secretary for this meeting - Annette Marr / Administrative Assist or the Trenton DBIA

AGENDA APPROVAL

Motion to approve:

- Zackary Card

Secunder:

- Taylor Russett

APPROVAL OF MINUTES

The April 17, 2024 AGM minutes were posted on the Trenton DBIA website and a link to this was also posted on the closed door membership Facebook Group page.

Motion to approve:

- Taylor Russett

Secunder:

- Zackary Card

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CODE OF CONDUCT

Paulette Kinmond reviewed the 'Trenton Downtown Business Improvement Area Board Meeting/AGM Code of Conduct' document that had been provided and asked the DBIA membership to review and sign it.

- Keith McColl declined to sign the code of conduct document.
- Lisa Kuypers-Schroder, the Executive Director of the Trenton DBIA, collected the signed code of conduct documents from all other DBIA members present at the meeting.

MEMBER COMMUNICATIONS

Paulette Kinmond addressed recent communications from members and presented the Board's responses.

- **Allegations** regarding Executive Director's salary stated that the ED receives \$70k annually
 - **Correction:**
 - Executive Director makes \$42k annually
 - Salary line includes ED, summer students, Main Street team members.
- **Allegations** that the Executive Director in collaboration with Little Village Garden Centre and receives kickbacks.
 - **Correction:**
 - City sends out a request for tender, city decides on who is awarded the flower contract. This falls outside of the discretion of the DBIA.

PRIVATE FACEBOOK PAGE COMMUNICATIONS

Find the link [HERE](#) to the private Facebook page communications notes.

FESTIVAL ON THE BAY DISCUSSION AND VOTE

On Tuesday April 16th, 2023, the annual DBIA AGM was held. From the public input discussion, the DBIA members stated that they would take the requests and information under consideration from the planned two-day festival back to a three-day festival.

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The Board Members each individually reviewed the recorded minutes, previous information, and follow up conversations with DBIA members who reached out to the Executive Director and Board Members, to be prepared to vote on the duration of the festival.

For 2025 Festival on the Bay, we will have a debriefing meeting for DBIA members to attend and organize a Festival on the Bay event committee to address new ideas, recommendations, and concerns.

Motion for a duration of the Festival on the Bay event:

- Zack Card put forward a motion to add back in the Thursday to the 2024 FOTB to make it a 3 day event.

Secunder:

- Taylor Russett

Vote Count:

- In Favor - 11
- Apposed – 4
- The motion was carried by Paulette Kinmond that the durations of FOTB will 3 days (July 17, 18 & 19, 2024).

COMMUNICATIONS – UPDATED COMMUNICATION FORMS

As a part of the new communication plan, we have developed new forms that will assist the members and the Board Member to have clear, concise, and professional communications with all concerned parties. These forms are in addition to the DIBA Code of Conduct.

Find the link [HERE](#) to an explanation of each new communications form.

NOTE:

- Forms will be available on the DBIA website in the near future
- Forms are currently available at the Trenton DBIA

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DISCUSSION, NOTES, ACTIONS AND FOLLOW-UP

Please refer to the meeting minute's audio recording link [HERE](#) for further details regarding the following:

- Boards can have up to 8 members – 3 positions are available.
- Trenton DBIA policies and procedures and forms will be available on the DBIA website in the near future. Forms are currently available at the Trenton DBIA.
- Emails were sent out asking the membership to pick your preference of communication (hand delivered, email or Facebook page).
 - The response to this email was due today (April 23rd) at 11:00 AM. It was asked that anyone who has not responded to the email with their preferences please do so.
- Paulette Kinmond asked, on behalf of the board, that the membership think about what has gone on in the DBIA over the last few years and consider sharing something positive, either through email or a Facebook post, to encourage each other and move forward. You have a voice, and we hear you.
- Lisa Kuypers-Schroedter, the Executive Director of the DBIA, addressed recent communications suggesting that she was embezzling money from the DBIA, highlighting that these accusations were made in a public setting where many patrons overheard. The ED consulted with a lawyer and was informed that she has 2 years to pursue legal action for slander.
- Discussion/ dispute between Katie Pearsall and Brandy Calvert Ringman; both parties made statements.
 - Paulette Kinmond asked Katie to fill out a DBIA Complaint Form.
- Going forward, every conversation the ED has with a member will be written down.
- Keith McColl and the Executive Director discussed a letter that was needed from the property owner for which Keith serves as superintendent.
- Shane O'Shaughnessy asked for a copy of the budget, he missed seeing the document at the AGM last week. The ED gave him a copy of the document and there was some discussion around the budget and events.

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DISCUSSION, NOTES, ACTIONS AND FOLLOW-UP...CONT'D

- Paulette Kinmond asked that anyone with leads or contacts you think would be good for the FOTB please pass along to us and we will follow-up. We want this to be a robust event.
- Paulette Kinmond will follow-up at the Home Show (April 26, 27, 28) and will try to drum up interest with the vendors to participate at the FOTB.
- Andrea Newth proposed the idea of organizing Town Hall Meetings. The concept of integrating Town Hall/Social time into the monthly board meetings was suggested and could be included on the agenda.
- Agendas will be posted on the DBIA website.
- There is a vacancy for a Secretary on the DBIA board. Shane O'Shaughnessy suggested that this position should be a non-member paid position due to the work load involved.
- The 2025 AGM will be in January so the budget can be discussed before being finalized.
 - If board quorum can be secured
- Abby Hare of The Geek Shack asked to join the FOTB committee. Paulette Kinmond said she was more than welcome to join.
- Amy Clarke from MA's Pantry asked how/ when the FOTB event is advertised so she can share on her social media. The ED responded; the event will be on the FOTB Facebook page, DBIA public Facebook page and Instagram. Post for the FOTB will start at the beginning of June.

NEXT BOARD MEETING

Thursday, May 30, 2024

Social Time:

- 5:00 PM

Meeting Time:

- 5:30 PM

MOTION FOR ADJOURNMENT

Motion:

- Taylor Russett

Secunder:

- Mari Collins