

Trenton DBIA – Board of Management Meeting

Trenton DBIA Office: 6 Dundas St. W. Trenton Ontario

Thursday, May 30, 2024 @ 5:30pm



Meeting Minutes

1. **Welcome and Call to Order:** 5:38 pm
2. **Roll Call/ Attendance:** Lisa Kuypers-Schroedter, Brandy Brown, Mari Collins, Zack Card, Paulette Kinmond, and New Members – Andrea Newth, Abby Hare & Krystal Turcotte
Regrets: Taylor Russett
Public: Scott Sexsmith

No declarations of conflict of interest

3. **Approval Of Agenda:** Motion-Brandy, Seconded-Abby, All in favor
4. **Approval of Minutes:** Motion-Zack, Seconded-Mari, All in favor
5. **Treasures Report:** Motion-Mari, Seconded-Zack, All in favor
 - **Payouts:** Motion-Zack, Seconded-Brandy, All in favor
 - **Financial Report:**
Action: Lisa to follow up with city to confirm timelines for monthly financial reports.
6. **Executive Director Report:** Motion-Brandy, Seconded-Zack, All in favor
 - **Audited Report:** Motion - Zack, Seconded Andrea, All in favor
 - **Board Members:**
Action item: to review board training manual/booklet
 - **Laptop Request:**
Action: Lisa to get two to three quotes and bring to the next meeting.
 - **Festival Update:**
Action: Lisa to contact various buskers to arrange the best deal possible and to fill the program.
\$3k approval: Motion-Zack, Seconded-Mari, All in Favor
 - **Face Painting:**
Action: Brandy to explore Kids Inclusion to cover costs, recruit volunteer, tent and signage will be needed.

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- **Lieu Hours:**
Action: Lisa and Annette to track Lieu hours with a maximum of 30 hours for Lisa and 20 hours for Annette. Anything over this amount must be approved by board prior to going over. Lieu hours are to be reported on a monthly basis to the board. Motion-Zack, Seconded-Brandy, All in favor
 - **Strategic Plan for 2025/2026:**
Action: Lisa to review current strategic plan, update, and bring a proposed Strategic Plan for next board meeting for review and approval.
7. **New Business / Public Input:** None
8. **Adjournment:** Motion-Zack, Seconded-Mari, All in favor @ 7:42 pm
- **Next Board Meeting:** Tuesday, June 18th, 2024 @ 9:00 am. Location at the Trenton DBIA office