

Trenton DBIA – Board of Management Meeting

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

Tuesday, June 18, 2024 @ 9:00am



Meeting Minutes

1. **Welcome and Call to Order:** 9:04am
2. **Roll Call/ Attendance:** Lisa Kuypers-Schroedter, Abby Hare, Zack Card, Taylor Russett, Krystal Turcotte, Paulette Kinmond, Andrea Newth
Regrets: Brandy Brown, Mari Collins
Public Guests: None

No declarations of conflict of interest: None noted

3. **Adoption of Agenda:** Motion – Zack, Seconded – Abby, All in Favor - All
4. **Approval of Minutes:** Motion-Abby, Seconded-Zack, All in favor-All
5. **Treasures Report:** Motion-Krystal, Seconded-Andrea, All in favor-All
 - No concerns or discrepancies
6. **Executive Director Report:** Motion-Andrea, Seconded-Zack, All in favor-All
 - **Mural/art self-guided tour:**
 - To be worked on by summer student with the objective being "what does success look like for an art tour"?
 - **FOB:**
 - Tracking at 80% vendor space filled.
 - **Action Item:** Lisa to contact Wil at Cardinal for participation.
 - **Member protocol for police situations and vandalizing:**
 - **Action Item** - Lisa to send out protocol reminding members of the steps to take. Including reporting on police website for tracking.
 - **Parking changes:**
 - New bylaw for 2 hour parking.
 - **Action item** - Lisa to inform members, communication sheet for members to respond to merchants and city complaint phone number.
7. **New Business / Public Input:**
 - **HR Employee Reviews** to be completed:
 - **Action Item** - Brandy/Paulette to complete with Lisa by September 30th, 2024. Lisa to complete Annette's by September 30th 2024.

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- **Employee Contract:**
 - Cost to change is approximately \$2k.
 - **Action Item** - Board to discuss further and make a decision before September 01, 2024.
 - **Employee complaint, next steps:**
 - **Action Item** - Paulette to contact Josh - city of QW to determine who covers legal costs for lawyer/paralegal if needed.
 - **Member concerns** regarding calendar of events and being confirmed for accuracy.
 - **Action Item** - Lisa to confirm for accuracy and inform new members of changes as they may not know the history of various events/locations etc.
 - **Lieu Time discussion:**
 - **Action Item** - Lisa and Annette to use lieu hours as much as possible before FOB.
 - **Laptop Quotes** - need to be completed:
 - **Action Item** - Lisa to get three quotes before next board meeting.
8. **Adjournment:** Motion-Taylor, Seconded-Zack, All in favor-All
- **Next Board Meeting:** Tuesday, August 13th, 2024 @ 5:00 pm. Location at the Trenton DBIA office