

Trenton DBIA – Agenda: Board of Management Meeting

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

Tuesday, September 17, 2024 @ 5:00pm



Agenda

1. **Welcome and Call to Order**
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2. **Roll Call**
 -
3. **Declarations of Conflict of Interest**
 -
4. **Approval of Current Agenda**
 -
5. **Approval of Minutes from previous Meeting**
 -
6. **Treasurers Report:**
 -
7. **ED Report:**

Ladies Night Out update – Thursday, October 03, 2024

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Action Items

Action Item: Parking changes - new bylaw for 2-hour parking - Lisa to inform members, communication sheet for members to respond to merchants and city complaint phone number.

- **Status: Ongoing/ Follow-up:** There is no new information from the City regarding when this will be implemented. **Lisa is following-up with the city on a weekly basis for confirmation when the implementation will take place.**

Action Item: HR Employee Reviews to be completed. - Brandy/Paulette to complete with Lisa by September 30th, 2024.

- **Status: Ongoing/ Follow-up:** In-process, **due September 30th.**

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Action Item: Employee contract cost to change is approximately \$2k. The board will discuss further and make a decision before September 01, 2024. Deferred to September's board meeting.

- **Status: Ongoing/ Follow-up: Zack to follow-up with the City of Quinte West.**

Action Item: Office Admin staff to be given goals for each festival or events with soliciting surveys.

- **Status:**

Action Item: Digital Underground – Warranty from Remco or what is happening for repairs? Lisa was tasked with following up with Digital Underground for warranty details.

- **Status: Complete:** Laptop warranty is 1 year manufacturer's warranty for parts and a 2 year labor warranty from us.

Action Item: Surplus funds, tabled to next meeting (Sept. 17, 2024).

- **Status:**

Action Item: ED - payment request for legal fees for small claims court. **Paulette will follow-up with Josh @ the city for legal counsel.**

- **Status:**

8. New Business / Public Input

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9. Next Board Meeting to be determined

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10. Adjournment and thank you for attending

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11. DBIA Board of Directors – Closed Door Meeting Municipal Act- 239 (1) 2001, C.25,S 239(1)