

Trenton DBIA – Board of Management Meeting

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

Monday, December 09, 2024 @ 5:30pm



Meeting Minutes

1. Welcome and Call to Order

Time: 5:30pm

2. Roll Call

Present: Suzanne Andrews, Shelley Stedall, Zack Card, Abby Hare, Krystal Turrcote, and Lisa Kuypers Schroedter

Absent:

Public: Shane O'Shaughnessy, Scott Sexsmith, Ryan O'Shaughnessy and Adam Bridge

3. Declarations of conflict of interest

- None

4. Approval Of Agenda

- Suzanne requested to add a new line to the agenda: Business arising out of the minutes
- Shelly questioned the requirements to sit on the DBIA Board

Motion: Shelly

Seconded: Zack

Carried

5. Approval Of Minutes (from previous meeting)

Motion: deferred

- Abby inquired about the format of the minutes, and it was agreed that the minutes should include additional details for clarity and comprehensiveness.
- Approval of Minutes was deferred so additional information that is missing can be incorporated into the October minutes under public input:
- Adam was informed that the board would address his inquiry regarding the ED once they receive a response from the solicitor.
- Ryan inquired about the removal of the previous voice recordings from the website.

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- Ryan inquired about the board's communication regarding a letter he received from the ED.
- Suzanne reminded the board that checking for accuracy before approving the minutes falls under the duties of the directors.

6. Business Arising Out Of The Minutes

- Lisa provided a follow-up to Zack's inquiry regarding web charges for the minutes. The board was informed that there is no charge for adding voice recordings to the minutes. However, a previous charge was incurred for the former chair's request to extract specific segments from a voice recording to send to the Integrity Commissioner.
- Krystal inquired why the ED assumed she would no longer serve on the DBIA board following her Facebook post stating she was no longer involved with the O2 Oxygen Bar.
- Shelly requested a letter from the O2 Oxygen Bar confirming that Krystal remains a co-owner of the business or is authorized to represent the O2 Oxygen Bar.
- The City of Quinte West cannot assume human resources responsibilities for the Downtown Business Improvement Area (DBIA).
- Lisa will meet with Jacklyn Grimmon to collaboratively draft policies outlining the use of the DBIA closed-door page for both membership and office purposes.
Motion: Zack
Seconded: Shelley
Carried
- Lisa informed the board about the 3% annual rent increase.
- Lisa followed up with Parks and Recreation regarding concerns about flower watering after students return to school. The department responded that they are short-staffed after Sept 1st, and as a result, the flowers will only be watered once a week.
- The non- DBIA events committee has dissolved but there is interest to continue in some capacity
- An events task team was suggested with Suzanne scheduled to meet with Abby and Angela to initiate discussions.

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- Abby followed up with the Georgetown DBIA and confirmed Kay Mathers' referral of Pattie Hays.

7. Treasures Report

- Shelley reviewed and gave an update of the city trial balance from October
- Motion to approve: Zack
Seconded: Krystal
Carried

8. ED Report

Discuss STRAT Survey Results

- Suzanne and Lisa reviewed the questionnaire, which received a 10% response rate from the membership. The results highlighted significant differences in perceptions among members regarding the DBIA.
- To improve participation and streamline future data collection, it was decided that a Survey Monkey platform will be utilized for upcoming surveys.
- The chamber has a co-op student that can transfer the questionnaire responses into an Excel spreadsheet.
- A significant portion of the membership expressed a desire for the city to enforce by-laws more effectively and allocate additional funding toward the downtown area.
- Suzanne noted that many of the comments pertained to issues outside the core purpose of the DBIA and were more aligned with responsibilities of the city.
- Suzanne informed the board that the responsibility for the development of the STRAT Plan lies with the DBIA board, not the Executive Director (ED).
- The board decided that Lisa will obtain quotes for hiring a professional to develop the Strategic Plan.
- The idea of expanding the DBIA boundaries was suggested for further exploration.

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2025 Budget Discussion

- Lisa will make the necessary changes and update the budget in preparation for the January 6th DBIA meeting.
- An additional \$1,000 will be allocated for the Ladies' Night Fall event.
- An additional \$500 will be added to the Magic Moon event.
- The Spring Ladies' Night event will not be held in 2025
- A follow-up will be conducted with BOQ and the City of Quinte West regarding their potential involvement in hosting some of the Friday Night Concerts in the Park.
- Zack will follow up with the City to clarify why the DBIA is responsible for covering the costs of flowers and across the bridge is not.
- Lisa will follow up to determine the remaining contract duration for the flower services.
- Lisa to post draft budget and include it with the January agenda

9. New Business / Public Input

- Canada Summer jobs application has been submitted.
- Abby provided an update on her feedback from the Griswold event. Her input will be incorporated into the feedback questions distributed by the office, discussed at a future meeting.
- Moving forward, the agenda will be posted eight days prior to board meetings.
- Delegation forms must be submitted at least eight days in advance, and public input forms from the membership must be submitted no later than seven days prior to the board meeting.
- Krystal inquired whether recorded voice minutes had been removed from the website.

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- A request was made to review the existing DBIA policies regarding audio recordings or provide a recommendation on whether to include or exclude audio recordings with the minutes moving forward.

10. Adjournment

Motion: Krystal

Seconded: Zack

Carried

Time: 8:15pm

11. Next Board Meeting

Date & Time: Jan 13, 2025 at 5:00pm in Camera, 6:00pm Public (Location: Trenton DBIA Office)