

Trenton DBIA – Board of Management Meeting

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

Tuesday, Feb 4, 2025 @ 5:30pm-In Camera – 6:00pm-Public



Meeting Minutes

1. Closed Session

Time: 5:30pm

2. Welcome and Call to Order

Time: 6:35pm

3. Roll Call

Present: Suzanne Andrews (Quinte West Chamber of Commerce), Shelley Stedall (City of Quinte West Liaison), Zack Card (City of Quinte West Liaison), Abby Hare (The Geek Shack), Krystal Turcotte (O2 Oxygen Bar), Lisa Kuypers DBIA Executive Director

Absent: N/A

Public: Ryan O'Shaughnessy (Red Shark Men's Wear), Scott Sexsmith (The Geek Shack), Adam Bridge (Big Deal Delivery)

4. Declarations of conflict of interest

- N/A

5. Approval Of Agenda

Motion: Approval of Agenda with Amendments

Amendments: Abby raised concerns regarding the inclusion of business and individual names in the agenda, ED report, and meeting minutes. Following discussion, the Board voted to exclude member and business names from these documents. Moving forward, the ED will provide the Board with a detailed written report that includes member and business names, while the verbal report presented at Board meetings will omit specific names.

Motion: Abby

Seconded: Krystal

Carried: Yes

6. Approval Of Minutes (from previous meeting)

Motion: Approval of Previous Minutes from January 13 as corrected

A correction was made to Item 6, Bullet Point 7, in the January 13 minutes.

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Moved: Shelley
Seconded: Krystal
Carried: Yes

7. Business Arising Out Of The Minutes

- Zack followed up with the City regarding why businesses on the east side of the river are not contributing to flower costs and why the City is not funding flowers within the designated DBIA area. Lisa will follow up with the City to formally request coverage of flower costs upon the completion of the current contract.
- Motion: Send a resolution to the City to formally request they cover the cost of flowers in the downtown area along with the areas they already pay for.
Moved by Zack
Seconded: Krystal
Carried: Yes
- Lisa reached out to the City to explore the possibility of them assuming responsibility for the Friday Night Concert Series; however, the City declined due to planned construction in Fraser Park. The Events Committee will explore the possibility of hosting two or three concerts in Riverfront Square.
- Lisa requested additional Christmas decorations on Elgin Street. The City responded that they would review their Christmas budget in the fall.
- Suzanne expressed appreciation to Shelley for the time she spent revising the budget format.

8. Treasures Report

The November and December trial balances were reviewed and approved.

Motion: Zack
Seconded: Abby
Carried: Yes

Discussion

The City indicated that there might be a surplus of funds for the year ending 2024.

A discussion took place regarding how the City enters transactions into the trial balances, with Shelley providing an explanation of the entry process.

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The Board reviewed, revised, and approved the 2025 budget for submission to the City of Quinte West. Approval was also granted to hire a consultant to develop policies and procedures and to engage a consultant to create a strategic plan for the DBIA.

Motion: To approve the 2025 budget as revised including \$9500 in funds to come from the reserves for external consultants and legal fees.

Moved: Shelley

Seconded: Abby

Carried: Yes

9. ED Report

Lisa presented policies and procedures for the new Events Committee.

Motion: To approve the events committee policies and procedures

Moved: Abby

Seconded: Zack

Carried: Yes

Lisa presented procedural policies for members to follow when using the DBIA members-only Facebook group page as discussed with the City.

Motion: To approve the policies for the members-only Facebook Group

Moved: Zack

Seconded: Abby

Carried: Yes

- Lisa said the Bay of Quinte and the City of Quinte West would be drafting new policies and procedures regarding the weekly marketing/tourism posts for the DBIA public Facebook page.
- Lisa met with by-law officer about the new parking regulations and enforcement and they will visit businesses in the downtown together.
- Lisa mentioned she had been working with a couple of members about problems with people parking in their private parking space. Lisa is passing information onto them about how they can get authorized by the City to issue parking tickets.

Events Committee

Abby said the committee will be meeting on February 5 to go over the budget for the 2025 events and start to make some plans.

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10. New Business / Public Input

Scott Sexsmith from The Geek Shack attended the meeting seeking clarification on the differences between the Public Input and Delegation Forms. It was confirmed that Delegation Forms are for new business and must be submitted to the DBIA office at least 10 days before the scheduled DBIA meeting, while Public Input forms are for speaking on agenda items and must be received no later than 3 days before the DBIA Board meetings.

11. Adjournment

Motion: Krystal

Seconded: Zack

Carried: Yes

Time: 8:40pm

12. Next Board Meeting

Date & Time: Tuesday, March 4th at 6:00pm.