

Trenton DBIA – Board of Management Meeting

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

Monday, January 13, 2025 @ 5:10pm-In Camera – 6:10pm-Public



Meeting Minutes

1. Welcome and Call to Order

Closed Door: 5:10 PM

Regular Meeting: 6:10 PM

2. Roll Call

Present: Suzanne Andrews, Abby Hare, Shelley Stedall, Krystal Turcotte, Lisa Kuypers
Schroedter

Absent: Zack Card

Public: Scott Sexsmith, Barb Dankmeyer

3. Declarations of conflict of interest

- None

4. Approval Of Agenda

Motion: Krystal

Seconded: Shelley

Carried: Yes

5. Approval Of Minutes (from previous meeting)

December 9th Minutes

Motion: Krystal

Seconded: Shelley

Carried: Yes

6. Business Arising Out Of The Minutes

- Letter received conforming Krystal is representing the O2 Oxygen Bar on the DBIA Board of Directors.
- Zack to follow up on flower arrangements on the East side of the river being totally funded by the City.
- Lisa to meet with Jacklyn on the 15th to discuss policies for closed-door Facebook group.

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- Bay of Quinte will only support new marketing events and the Concerts in the Park would not qualify; Shelley noted Chris Angelo's interest in discussing the costs of the concerts, with Jacklyn to follow up with DBIA.
- Suzanne highlighted the New York Times recognition of Trent Severn as a top place to go in 2025 as a marketing opportunity we should explore with the City and Bay of Quinte.
- Contract for flowers to conclude at the end of 2026.
- Report sent to board of the pros and cons of recording minutes. Shelley inquired about the source of information; Lisa mentioned AI.
- Decision to store audio meeting recordings on OneDrive for office use only, not for public sharing.
- Lisa to follow up with Kay Mathews about Governance Training via Zoom
- Insurance policy amount for 2025 discussed; Shelley queried the increase in 2024, with no response from Lisa as Zack was involved with the 2024 budget.
- Suzanne noted that not every expenditure needs board approval after they approve the budget so long as it is included in the budget.

7. Treasures Report

- No trial balances received from the City for November and December.
- Budget discussions highlighted confusion between Lisa, City Finance Manager Caleb DenOuden, and Shelley, with the discussion deferred to the next meeting. Suzanne proposed simplifying the presentation of the budget, making it easier for everyone to understand the overall revenue and expenditures.
- Lisa informed the Board of the creation of new GL numbers to help with the reviewing of future Trial Balances
- Lisa emphasized the importance of notifying the office and/or the Chair before approaching city staff with inquiries.
- Error in the budget sent to members noted by Abby, with extra zeros on two lines to be corrected.
- Suzanne tasked Shelley with leading the budget formatting and sharing it via email before the next meeting.

8. ED Report

- Two additional feedback forms received for the Griswold event, similar to previous feedback except for a new suggestion from Carrie Parkhurst for the Halloween event.
- Lisa corrected the feedback participants from 13 - 20 businesses for the Griswold event.
- Discussion on timing Christmas events earlier in November to avoid conflicts with multiple craft shows.

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- Request for more Christmas decorations on Elgin Street.
- Six Festival on the Bay vendor forms have been received, four paid in full.
- Discussion on hiring Patty Hays for Policies and Procedures. Lisa to add it to the budget.
- New parking initiative feedback from the city discussed.
- Lisa updated the board on her roundtable discussions with local MPs and the MPP about downtown issues affecting tourism.

9. New Business / Public Input

- Board approved the formation of a new subcommittee to manage events, with reports to be made to the board for approval.
- Abby appointed as chair of the new events committee, with the focus on fostering community spirit and awareness rather than just solely having events to boost business sales.

10. Adjournment

Motion: Krystal

Seconded: Shelley

Carried: Yes

Time: 7:30 PM

11. Next Board Meeting

Date & Time: February 4th; Closed Door at 5:30 PM, Public at 6:00 PM

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