

MEETING MINUTES

(Trenton DBIA – Board of Management)



Trenton DBIA – Board of Management

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

Tuesday, January 20, 2026 In Camera - Scheduled for 5:30pm Public - Scheduled for 6:00pm

Minutes

1. Closed Session

Reason: Personal matters about an identifiable individual.

Time: 5:30pm

2. Welcome and Call to Order

Time: 6:15pm

3. Roll Call

Present: Suzanne Andrews (Chair), Shelley Stedall (Vice Chair), Zack Card (City Elect.), Remco deGooyer (Board Member), George Tomaszewski (Board Member), Carrie Parkhurst (Board Member), Glenda deRaaf (Lily) (Board Member), Lisa Kuypers (Executive Director [ED]), Annette Marr (Administrative Assistant)

Absent: N/A

Public: Robert Jackson (Manager of Engineering, City of QW), Reilly Sheil (Engineering Project Manager, City of QW), Jed Snider (Engineering Project Manager, City of QW), Andre DeVries (Hewbrook Incorporated), Jake Jackman (Centre Cinemas), Abby Hare (The Geek Shack), Ryan O'Shaughnessy (Red Shark), Roy Millar (Trent Port Historical Society), Wendy Ouellette (Trent Port Historical Society), Nancy Graham Cork (Trent Port Historical Society)

4. Declarations of conflict of interest

N/A

5. Approval Of Agenda

Motion moved by: Shelley

Seconded: Remco

Carried by all

6. Approval Of Minutes (December 16, 2025)

Motion moved by: Zack

Seconded: Carrie

Carried by all

MEETING MINUTES

(Trenton DBIA – Board of Management)



7. Delegations and Petitions

- **City of Quinte West Presentation:**

Robert Jackson, Manager of Engineering Services for the City of Quinte West, made a presentation regarding the Division Street reconstruction project scheduled to take place in 2026.

[Division Street Reconstruction Presentation](#)

- **Delegation - Respect and Equity**

Ryan O'Shaughnessy of Red Shark gave a presentation on Respect and Equity. There was a discussion on two of the points raised before a Board member called for a Point of Order and stated that the matter should be placed on a future agenda for further discussion. It was noted that the presentation was well done and that the points raised were acknowledged. The member emphasized the importance of respect and following appropriate process and recommended that further discussion be deferred to a future Board meeting. The Chair accepted the Point of Order, and the Board proceeded with the remainder of the agenda.

8. Public Input

N/A

9. Business Arising Out Of The Minutes

Action: The Board will have a Zoom meeting to review the By-laws in January, with discussion and approval scheduled for the February Board meeting.

Follow up: **zoom meeting review scheduled for Jan 27th**

Action: Due to ongoing merchant challenges and lack of provider support, the ED recommended discontinuing the DBIA Gift Card program and returning to the DBIA Dollar program. The Board agreed and requested that the ED conduct a survey. The ED will conduct a survey of DBIA businesses to determine interest in participating in the DBIA Dollar program.

Follow up: The survey was sent out in the January newsletter. The response was poor. **The ED will send out another survey.**

MEETING MINUTES

(Trenton DBIA – Board of Management)



10. Treasurers Report

- The [November Trial Balance](#) was discussed.
- [2026 Draft Budget Update](#)
 - A budget update was provided. Although the budget was approved at the previous meeting an amendment is proposed based on anticipated grant funding with a matching amount from reserves. A motion was then requested to approve the amended budget.
Motion moved by: Zack
Seconded: Lily
Carried by all

11. ED Report

- Review and Discussion of the City's Five Key Requests for 2026 – **tabled to the next meeting and to be added to the closed door agenda.**
- Discussion – DBIA Revenue Generation
A discussion was held on potential revenue and promotional opportunities using the DBIA office windows. The Board agreed that the windows are best used for consistent DBIA messaging, rebranding, and large-scale event promotion.
- Confirm AGM Date in May – **tabled to the next meeting.**
- The Trenval CEED – This mural grant was not approved.
- DBIA Office Lease Approval
This item will be placed on next month's agenda to allow Board members to review a copy of the lease prior to approval.
Action: A copy of the lease to be sent to board members for review.
- Executive Director's Meetings Attended
A list of the ED's meetings attended throughout each month will be shared with the Board at Board meetings.

12. Events Committee Report

- The Events Committee did not meet in December, no report to share.
- A survey was sent out to members to confirm opening time of the Downtown Festival and the response was poor. **The ED will send out another survey to members to confirm opening time of the Downtown Festival.**

MEETING MINUTES

(Trenton DBIA – Board of Management)



13. New Business

- A Board Member asked how questions should be presented to the rest of the Board while a meeting is in session. It was advised that the Board Member may simply get the Chairs attention and then ask the question at that time.
- Electronic Agenda Format for the Board Members
The Vice Chair requested that, moving forward, the agenda and all attachments be combined into a single document before being emailed to Board members

14. Adjournment

Motion moved by: Shelley

Seconded: Zack

Carried by all

Time: 7:55pm

15. Next Board Meeting – Tuesday February 10, 2026

NOTE: Moving forward, it was determined that the board meetings will be the second Tuesday of each month.