MEETING MINUTES

(Trenton DBIA – Board of Management)

Trenton DBIA – Board of Management
Location: Trenton DBIA Office: 29 Dundas St. W. Trenton, Ontario
Tuesday, October 6, 2026, Closed Session - 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: 5:57pm

3. **Roll Call**
   Present: Suzanne Andrews (Chair), Shelley Stedall (Vice Chair), Remco deGooyer (Board Member), George Tomaszewski (Board Member), Lyn Sigurdson (Board Member), Carrie Parkhurst (Board Member), Glenda deRaff (Lily) (Board Member), Lisa Kuypers Schroedter (Executive Director [ED]), Annette Marr (Admin Assistant)
   Absent: Zack Card

4. **Declarations of conflict of interest**
   N/A
5. **Approval Of Agenda**
   Motion to approve the agenda.
   Moved by: Lily deRaff
   Seconded: Lyn Sigurdson
   Carried

6. **Approval Of Minutes (September 8, 2026)**
   Motion to approve the minutes from the previous meeting.
   Motion moved by: George Tomaszewski
   Seconded: Lyn Sigurdson
   Carried

7. **Delegations and Petitions**
   N/A

8. **Public Input**
   N/A

9. Business Arising Out Of The Minutes

The ED followed up with Patty Hayes regarding the review of the procedures she had provided. Lisa advised Patty that her services were no longer required.

10. Treasurers Report

September Trial Balance was reviewed.
The 2027 Budget Review was deferred until the next meeting in November.

11. ED Report

a. The Municipal Election Candidate Questionnaire

- The Municipal Election Candidate Questionnaire was distributed to the candidates, and to date, only four completed questionnaires have been received. The responses were shared on the DBIA Membership Facebook page, and the ED will also be emailing the information to the membership in the near future.

b. DBIA Board Elections – Nomination Forms

- DBIA Board Elections – Nomination forms and election information were distributed to the DBIA membership by email and mail.
- Existing Board members were asked who would be interested in returning for another term, and four members indicated that they would like to return. Nominations close on Friday, October 9, 2026.
- Existing Board members were also asked to reach out to the DBIA membership to determine if there is interest in becoming a Board member for the new term. It was noted that the ED should not personally recruit candidates, as doing so could be perceived as a conflict of interest.
- It was suggested and agreed that having two representatives from the City of Quinte West on the Board would be beneficial, as the Board currently benefits from having two City representatives. By-laws in place would need to be updated.

c. City Staff Parking Report

- Council deferred the DBIA's request, and the report prepared by City staff was sent back to staff for further review and the preparation of an additional report.

d. Business Achievement Awards

- The ED will not be attending the Business Achievement Awards as she will be away.

e. DBIA Office Hours

- The ED requested that the current office hours of 10:00 a.m. to 4:30 p.m. be changed to 10:00 a.m. to 4:00 p.m. to help prevent the accumulation of excess lieu time. The Board discussed the request and agreed that the core office hours will be 10:00 a.m. to 4:00 p.m.

12. Events Committee Report

a. Ladies Night Out

- Ladies' Night Out had a good turnout, with more participants dressing up for this year's theme, **"Mrs. Roper's Romp."** Feedback from businesses was mostly positive; however, holding the event on the same night as the All-Candidates Night had a negative impact on attendance at a few participating businesses.
- It was suggested that the Events Committee establish event dates earlier in the year so they can be distributed well in advance to help avoid scheduling conflicts. It was also suggested that the Events Committee consider a new theme for next year's Ladies' Night Out.

b. Halloween Activities

- Halloween planning is on track, with participation forms still being received.

c. Christmas Events

- Planning has begun for the Christmas events. The kick-off event will be held at the Trent Port Historical Society 1861, and vendor applications have started to come in. The event will feature handmade crafts only, with no commercial items permitted. Wagon rides will also take place that day from 11:00 a.m. to 4:00 p.m.

d. Festival On The Bay

- We have 10 vendors signed up and paid for so far for the 2027 Festival On The Bay.

e. Events Committee Budget

- The Events Committee submitted its budget to the Board for review. It will be reviewed at the November Board meeting as part of the DBIA's 2027 Budget Review.

13. ROD Grant

a. Branding Survey

- The Rebrand Survey identified the waterfront and small-town character as Downtown Trenton's key strengths, while emphasizing that the new brand must be supported by business attraction and retention, beautification, improved public spaces, events, and initiatives that encourage people to stay downtown longer.

b. Hired Contractors

- The following contractors have been hired: Prime Focus Video Production and Camila Vidalón for Video and Social Media Marketing

14. New Business

Policy/ Procedure Development

The Administrative Assistant provided an update on 7 draft financial policies/procedures

15. **Adjournment**
    Motion to adjourn the meeting.
    Motion moved by: Lyn Sigurdson
    Seconded: George Tomaszewski
    Carried
    Time: 7:19pm

16. **Next Board Meeting**
    Date & Time: Tuesday, November 10, 2026, at 6:00pm

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(Secretary Approval of Minutes)

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(Chair or DBIA Board Delegate Approval of Minutes)