

Friday, February 3, 2023

8:00 am – 9:15 am

City Hall, 5th Floor Boardroom

BOARD MEETING MINUTES

Item	Topic	Presenter	Time
1	Call to Order Attended: Jamie Lowery, Rae Brenne, Katie Bevan, Sara Inch, Ray Ladouceur, Allyson Bursey, Brannyn Hale, municipal liaison Bev Hillier, treasurer Sara Gage and executive director Amber Livingstone Regrets: Dayna Greco Absent: Ryan Ivy	Katie Bevan	8:04 am
2	Introductions Directors and staff introduced themselves to each other. Michelle Trudeau thanked the Board for her time as Chair.	Katie Bevan	8:10 am
3-Vote	2023-01: Motion to accept Consent Agenda as amended. Moved by: Brannyn Hale Seconded by: Rae Brenne Carried	Katie Bevan	8:13 am
4-Vote	2023-02: Motion to elect Katie Bevan as Chairperson. Moved by: Jamie Lowery Seconded by: Michelle Trudeau Carried	Amber Livingstone	8:14 am
5-Vote	2023-03: Motion to elect Michelle Trudeau as Vice-Chair Moved by: Rae Brenne Seconded by: Ray Ladouceur Carried	Amber Livingstone	8:15 am
4-Vote	2023-04: Motion to request Beverley Hillier bring forward a Report to Council amending By-law 144-77, as amended by By-law 2002-28, to allow for the appointment of a Board Member Alternate to the Downtown Improvement Area Board of Management. Moved by: Allyson Bursey Seconded by: Ray Ladouceur Carried	Katie Bevan	8:16 am
5-Treasurer Update	Review of financials Majority are related to 2022 expenses. December 2022 financial update shows surplus of \$8,537. Budget presentation to membership before Feb. 17 th .	Sara Gage	8:18 am

Next Meeting

Wednesday, March 8, 2023

8:00 am – 9:15 am

Friday, February 3, 2023

8:00 am – 9:15 am

City Hall, 5th Floor Boardroom

6-Vote	2023-05: Motion to accept the financials for October 2022; cheques 2224 to 2231 totaling \$23,317.89 as presented. Moved by: Rae Brenne Seconded by: Jamie Lowery Carried	Katie Bevan	8:22 am
7-Vote	2023-06: Motion to accept the financials for November 2022; cheques 2232 to 2244 totaling \$12,329.05 as presented. Moved by: Brannyn Hale Seconded by: Ray Ladouceur Carried	Katie Bevan	8:23 am
8-Vote	2023-09: Motion to accept the financials for December 2022; cheques 2245 to 2259 totaling \$26,970.10 as presented. Moved by: Rae Brenne Seconded by: Michelle Trudeau Carried	Katie Bevan	8:24 am
9-Vote	2023-10: Motion to accept the financials for January 2023; cheques 2260 to 2271 totaling \$18,691.34 as presented. Moved by: Allyson Bursey Seconded by: Ray Ladouceur Carried	Katie Bevan	8:25 am
10-Report	Executive Director's Report Direction from Board: AGM in June, cancel Zoom subscription.	Amber Livingstone	8:26 am
11-Committees	Committees' discussion <ul style="list-style-type: none">- Meeting dates- Location- Structure Deferred	Katie Bevan	
12-Discussion	Budget Budget presentation to membership needed before Feb. 17 th . Amber to send out Doodle poll to members to choose date.	Katie Bevan	8:34 am

Next Meeting

Wednesday, March 8, 2023

8:00 am – 9:15 am

Friday, February 3, 2023

8:00 am – 9:15 am

City Hall, 5th Floor Boardroom

13-Discussion	Construction Tender went out. Closes Feb 23 rd . Award goes to Council March 14 th . Aiming for construction to start May 1 st . Need to confirm branding for project, 'Making Over Main Street.' Public info session at CNB once contract is awarded. Invite membership. Make visual plan available to public; posted in downtown businesses. After the public session. Operational presentation to the Board could be arranged.	Bev Hillier	8:40 am
14-Discussion	Procedures for future meetings Deferred	Katie Bevan	
15-Discussion	Other Business Sarah Inch inquires about security measures for downtown and about additional cameras in parking garage. More camera would have to go through municipal budget. Staff would need to bring a report to Council to see if there is a need for more cameras. Jamie Lowery shares that he has raised the request of free parking for the month of December 2023 to a special meeting that happened in January.	Directors	9:00 am
16-Adjourn	Adjournment	Katie Bevan	9:30 am

Katie Bevan: Chairperson

Date:

Next Meeting

Wednesday, March 8, 2023

8:00 am – 9:15 am