

**BOARD MEETING MINUTES**

Item	Topic	Presenter	Time
1	<p><b>Call to Order 8:09 am</b></p> <p><b>Attended:</b> Brannyn Hale, Jamie Lowery, Katie Bevan, Ray Ladouceur, Ryan Ivy, Michelle Trudeau, Rae Brenne, Dayna Greco, municipal liaison Bev Hillier, treasurer Sara Gage and executive director Amber Livingstone</p> <p><b>Regrets:</b> Allyson Burse</p> <p><b>Absent:</b> Sara Inch</p> <p><b>Guests:</b> N/A</p>	Katie Bevan	8:09 am
2-Vote	<p><b>2023-39: Motion to accept Consent Agenda.</b>                      Moved by: Ray Ladouceur                      Seconded by: Michelle Trudeau                      Carried</p>	Katie Bevan	8:10 am
3- Treasurer Update	<p><b>Review of financials</b>                      October expenses show payroll; larger month. November shows Xmas Walk expenses; sponsorship helped offset costs.                      Report update: Larger surplus. Waiting on additional invoices.                      Payroll through CNB currently. Looking to separate from them. One time cost is \$3800 to make the adjustment.                      Savings will be \$1000/annum making this change.</p>	Sara Gage	8:11 am
4- Vote	<p><b>2023-40: Motion to accept the financials for October 2023; cheques 2335 to 2340 totaling \$24,664.57 as presented.</b>                      Moved by: Brannyn Hale                      Seconded by: Dayna Greco                      Carried</p> <p><b>2023-41: Motion to accept the financials for November 2023; cheques 2341 to 2354 totaling \$14,372.91 as presented.</b>                      Moved by: Rae Brenne                      Seconded by: Michelle Trudeau                      Carried</p> <p><b>2023-43: Motion to accept one time cost of \$3840.00 to make changes to payroll for employee.</b>                      Moved by: Ray Ladouceur                      Seconded by: Brannyn Hale                      Carried</p>	Katie Bevan	8:25 am

**Next Meeting**

Wednesday, January 10, 2024

8:00 am – 9:15 am

Wednesday, December 6, 2023

8:00 am – 9:15 am

City Hall, 5<sup>th</sup> Floor Boardroom

5- Report	<b>Questions about Executive Director’s Report</b>	Amber Livingstone	8:26 am
6- Committees	<b>Questions about Committee reports</b> Promotions & Marketing: Consider promoting After Parties: When events end, direct attendees to Biz/bars, restaurants. Early planning needed in 2024. Safety: CCTV sticker notification. Cameras can help with rates. Ask NBPS where additional cameras are needed in the BIA. Put EOI out to membership in January with a February deadline.	Open	8:28 am
8- Report	<b>Councilor report:</b> Communities in Bloom, 5 starts! Centennial Committee celebration; Amber’s name attached as org rep. Put forward formal request to Council for MAT tax percentage. Bev: Re budget, Kevin V & Bruce R have indicated parking rates & hours will remain status quo. Public Works: Report a Problem webpage is live; share with membership and public. Heritage Gardeners: wayfinding signage at the connecting tunnel to the waterfront. CNB working on wayfinding signage through construction.	Sara Inch	8:50 am
9- Adjourn	<b>2023-42: Motion to adjourn.</b> Moved by: Michelle Trudeau Seconded by: Rae Brenne Carried	Katie Bevan	9:27 am

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Katie Bevan: Chairperson

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Date:

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**Wednesday, January 10, 2024**

8:00 am – 9:15 am