



June 27, 2018
8:30 a.m. – 10:30 a.m.
City of Kitchener
200 King Street West
Conestoga Room

BOARD OF DIRECTORS MEETING • MINUTES

Present: Linda Jutzi, Darryl Moore, Erika Holenski, Phong Tran, Cara Watson, Councillor Frank Etherington, Kyle Cleaver, Michael Rederer, Robert Nyman, Councillor Sarah Marsh, Hilary Abel, Meaghan Hawkins, Shirley Madill.

Regrets: Mayor Berry Vrbanovic, Cory Bluhm, Julie Phillips, Cst. James Mitchell, Paul Walman.

Guests: John Dinner, Board Governance Services

Recorder: Stefanie Golling

The meeting began at 8:30 a.m., with Darryl Moore as Chair.

APPROVAL OF AGENDA/DECLARATION OF CONFLICTS

Moved by Erika Holenski, seconded by Phong Tran

“That the Board approve the June 27, 2018 meeting agenda.”

Carried Unanimously

No conflict of interest was declared by any member of the Board at this time.

APPROVAL OF MINUTES

Moved by Michael Rederer, seconded by Cara Watson

“That the Board approve the May 23, 2018 meeting minutes.”

Carried Unanimously

APPROVAL OF FINANCIALS

Phong Tran advised that for the month of May we did not have any outstanding expenses.

Mr. Tran notified the Board, that the overall balance statement outlining the income from the City of Kitchener was mistakenly tracked; skewing past numbers. The actual number should appear as \$109,000 – not \$113,000.

Action Item: Allow Diane Pinkerton (Bookkeeper) to fix last months statement and adjust received income revenue moving forward.

After speaking with Diane Pinkerton, Mr. Tran notes that we are currently paying \$508 to maintain the BIA website monthly. The staff have investigated the building of a new site with significantly decreased monthly costs. The initial estimate has come in at \$9,000, with a monthly hosting fee of \$80. Although this is a large investment upfront, Mr. Tran notes we will make our money back in two-years.

Linda Jutzi suggested to have this expense come from the Clean Team budget, as this is anticipated to come in lower.

Moved by Darryl Moore, seconded by Robert Nyman

“That the Board approve the shift of funds from the Clean Team budget, to the design of a new website. This overall expense is not to exceed \$10,000; and the BIA staff will provide MyLocal with the required 60-day written notice that we will no longer require their services.”

Carried Unanimously

Moved by Robert Nyman, seconded by Phong Tran

“That the Board approve the May 2018 Financial Statements as presented by Phong Tran.”

Carried Unanimously

NEW BUSINESS

Darryl Moore inquired how the scaling back of Manulife will affect the BIA budget. Linda Jutzi mentioned that through conversations with the City of Kitchener, she has confirmed that it will not affect the levy for 2018/2019 but could impact the budget in 2020 if the building is not sold.

USE OF ELECTION-RELATED RESOURCES POLICY

Erika Holenski presented the Use of Election-Related Resources Policy to the Board, noting this adapted policy has been used by other local not-for-profits.

Moved by Michael Rederer, seconded by Phong Tran

“That the Board approve the Use of Election-Related Resources Policy with the edits as outlined.”

Carried Unanimously

OKTOBERFEST UPDATE

Linda Jutzi provided an update that Hometown Hockey will be returning to Downtown Kitchener on the first Thursday of Oktoberfest.

The Oktoberfest Committee provided Ms. Jutzi with a proposal for \$33,000 (plus hst), that would include live German music in downtown restaurants. This proposal is an additional \$8,000.

Darryl Moore, Board Chair asks that we defer this topic, and that the BIA staff provide additional information to the Board at the next meeting.

Moved by Councillor Sarah Marsh, seconded by Councillor Frank Etherington

“That the BIA Staff find more proactive ways to capitalize on the dollars allocated towards Oktoberfest.”

Carried Unanimously

BOARD GOVERNANCE

John Dinner from Board Governance Services provided a governance training session.

Councillor Frank Etherington left the meeting (9:56 a.m.)

Erika Holenski left the meeting (10:13 a.m.)

Action Item: Linda Jutzi to add a 15-20 minute in-camera opportunity to every agenda for board governance discussions.

IN-CAMERA

Moved by Phong Tran, seconded by Michael Rederer

“That the Board enter an in-camera session.”

Carried Unanimously

Moved by Michael Rederer, seconded by Robert Nyman

“That the Board leave the in-camera session.”

Carried Unanimously

ADJOURNMENT

Moved by Phong Tran, seconded by Kyle Cleaver

“That the June 27, 2018 Board Meeting adjourn.”

Carried Unanimously