



May 24, 2023
8:30 a.m. – 10:30 a.m.
260 King St. W., #300
Kitchener, Ontario

BOARD OF DIRECTORS · MEETING MINUTES

Present: Linda Jutzi, Darryl Moore, Cara Watson, Phong Tran, Martha Wallace, Councillor Aislinn Clancy, Councillor Debbie Chapman, Laird Robertson, Darren Becks, Cst. James Mitchell, Cst. Lee Elliott, Michael Rederer, and Julie Phillips.
Regrets: Jordan Dolson, Jessica Toomer, Sarah Pearson, and Mayor Berry Vrbanovic.
Recorder: Stefanie Golling.

The meeting began with Darryl Moore as Chair.

APPROVAL OF AGENDA/ DECLARATION OF CONFLICTS

Darryl Moore declared a conflict of interest for the preliminary budget discussion in regard to funding line items to the City of Kitchener.

Moved by Laird Robertson, seconded by Councillor Aislinn Clancy

"That the Board approves the May 24, 2023, agenda."

Carried Unanimously

APPROVAL OF MINUTES

Moved by Cara Watson, seconded by Councillor Debbie Chapman

"That the Board approves the April 26, 2023, meeting minutes."

Carried Unanimously

2022 DRAFT FINANCIAL STATEMENT

Phong Tran provided an overview of the 2022 Draft Financial Statement conducted by KPMG. P. Tran highlighted the following: financial position, revenue and expenses, accumulated surplus, net financial statements, and cash flow.

The Board further discussed: Downtown Dollars, accounting principles for rent, policies and procedures for public accountability, and funding to the City of Kitchener for fireworks.

Moved by Councillor Debbie Chapman, seconded by Laird Robertson

"That the Board approves the audited Financial Statements as presented by Phong Tran and Michael Rederer."

Carried Unanimously

Action item: Linda Jutzi to add the discussion of Downtown Dollars to a future meeting agenda.

WATERLOO REGIONAL POLICE SERVICES

Cst. Lee Elliott and Cst. James Mitchell provided the following updates on behalf of Waterloo Regional Police Services: downtown presence, internal changes, and the King East Neighbourhood Association meeting.

COMMITTEE UPDATES

Linda Jutzi provided the following Committee updates:

- Marketing Committee: the Marketing Committee has agreed to spend the next year focusing on how to make a connection between surrounding neighbourhoods, residents and downtown. The Committee will help to make connections and assist in the development of a Resident Focus Group.
- Governance Committee: the Governance Committee will be meeting in the next few weeks to discuss the development of a process/governance manual. This manual will help to mitigate risk to the organization.

Action item: Linda Jutzi to connect with the Clerks Office to see if they have a governance manual template.

STRATEGIC PLANNING SESSIONS

Linda Jutzi shared the process and feedback following the Strategic Planning Sessions. Directors discussed how to turn feedback into something meaningful, as well as the wording of the proposed priorities and values.

Action item: Linda Jutzi to make recommended adjustments to the Strategic Priorities and reshare with Directors for feedback.

PRELIMINARY BUDGET IDEAS

Linda Jutzi shared some preliminary budget ideas following the consolidation of feedback from the consultation process. L. Jutzi shared that there was a common note from people wanting more but to continue doing what we are doing. Understanding

people want more, L. Jutzi noted that we are unable to do more with the same amount of money and staff. The Board discussed potential options, including a proposed levy increase, staffing, and the cancellation of current programs to make way for new programs.

Action item: Linda Jutzi to connect with the City of Kitchener Finance Department to understand how a levy increase would impact members.

ADJOURNMENT

Moved by Phong Tran, seconded by Laird Robertson

"That the meeting adjourn."

Carried Unanimously