



October 23, 2019
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, Erika Holenski, Phong Tran, Cara Watson, Craig Haney, Councillor Debbie Chapman, Julie Phillips, Councillor Sarah Marsh, Hilary Abel, Cst. James Mitchell, and Shirley Madill.

Regrets: Darryl Moore, Kathy Crossley, Kyle Cleaver, Michael Rederer, Mayor Berry Urbanovic and Cory Bluhm.

Recorder: Stefanie Golling

The meeting began at 8:31 a.m., with Erika Holenski as Chair.

APPROVAL OF AGENDA/DECLARATION OF CONFLICTS

Moved by Julie Phillips, seconded by Cara Watson

“That the Board approve the October 23, 2019 meeting agenda.”

Carried Unanimously

APPROVAL OF MINUTES

Moved by Craig Haney, seconded by Councillor Debbie Chapman

“That the Board approve the September 25, 2019 meeting minutes.”

Carried Unanimously

APPROVAL OF FINANCIALS

Phong Tran provided an overview of the August financials.

Moved by Councillor Sarah Marsh, seconded by Craig Haney

“That the Board approve the August 2019 financial statements.”

Carried Unanimously

Phong Tran provided an overview of the September financials.

Moved by Cara Watson, seconded by Debbie Chapman

“That the Board approve the September 2019 financial statements.”

Carried Unanimously

Action item: Linda Jutzi to investigate late charge from Home Hardware.

WRPS UPDATE

Cst. James Mitchell provided an update on the Consumption and Treatment Services (CTS) site. The Region of Waterloo has developed a working group that includes Security, WRPS and Sanguen Health. These meetings are scheduled every two-weeks until it is no longer needed.

Cst. Mitchell encouraged Directors to reach out to him directly should they have any questions/concerns. He is happy to work with businesses and the group to ensure proper information is communicated. To-date there have been no calls to service.

The Board further discussed what success of the site looks like, how pickup of sharps is being tracked throughout the City, safe zones and feedback from member businesses. Councillor Sarah Marsh added that there is an expressed need for more supportive housing. Erika Holenski reminded the Board that herself and Stefanie Golling would be happy to meet with anyone to share their experience at the 2018 IDA Conference in regards to a supportive housing model they had the opportunity to visit. Councillor Debbie Chapman noted there is a Supportive Housing Committee meeting being held in November, and that this may be a place to speak about Austin's approach to homelessness and supportive housing.

Action item (Cst. James Mitchell):

- ✓ Share a document of CTS Site misconceptions for circulation to members.
- ✓ Provide a statistic report to the Board (January 2020).
- ✓ Send out contact sheet for CTS Site.

Action item: Hilary Abel to provide Erika Holenski and Craig Haney with additional tear-off sheets.

Cst. James Mitchell left the meeting (9:07 a.m.)

KITCHENER-WATERLOO OKTOBERFEST

Linda Jutzi shared a brief update regarding the 2019 Kitchener-Waterloo Oktoberfest programming.

The Board shared some feedback regarding this years' experience:

- Enjoyed the new location of the Opening Ceremonies.
- Heard feedback that Tim Hortons was giving away free coffee. Can we change this for next year?
- Too many coffee shops as vendors. Would like to see more vendors with Oktoberfest apparel.
- Attendance was great on the Friday; however, Saturday was slow as it was colder outside.
- Are there plans to tent the area in the future should the weather not be cooperative?
- Businesses received comments about no programming in the Downtown the week following.
- Would like to see better KWO advertising for Downtown programming.
- Look into the possibility of having a shuttle bus to fest halls from the Downtown.
- Great CTV segment (with Linda Jutzi)!

DOWNTOWN ORGANIC WASTE DIVERION PILOT PROGRAM

Linda Jutzi shared a report card with the current stats from the program. Ms. Jutzi also spoke to the feedback received to-date. Staff, along with the City of Kitchener and Sustainable Waterloo Region are looking into applying for Provincial Funding.

Phong Tran shared his experience with the program so far, but felt it was important to encourage his Councillors to offer some sort of incentive for businesses to go green. Councillor Sarah Marsh shared why the City would be unable to specifically fund this group.

WINTER PROGRAMMING

Linda Jutzi shared a PowerPoint presentation with a run through of winter programming concepts. Following Ms. Jutzi's presentation she encouraged Board Directors to share their comments/feedback.

- Crokicurling looks fun!
- Other fun children's programming could include *Matilda* at Apollo Cinema, and *Bring on the Sunshine*.
- Ensure we do not compete with Black History month programming.
- Suggestion to make festival name more winter focused, rather than comedy.
- Would like to see the BIA name on this event. Work to strengthen our brand outside of the membership.
- Aim small to start; collaborate with partners on various components of the festival.
- Programming is a great idea!

Craig Haney left the meeting (10:00 a.m.). Craig Haney joined the meeting (10:04 a.m.).
Shirley Madill left the meeting (10:04 a.m.)

Action item: Linda Jutzi and Hilary Abel revisit brand guidelines, and messaging.

Linda Jutzi and Stefanie Golling left the meeting (10:08 a.m.)

IN-CAMERA

Moved by Julie Phillips, seconded by Cara Watson

"That the Board enter an in-camera session."

Carried Unanimously

Moved by Phong Tran, seconded by Councillor Sarah Marsh

"That the Board leave the in-camera session."

Carried Unanimously

ADJOURNMENT

Moved by Phong Tran, seconded by Cara Watson

“That the meeting adjourn.”

Carried Unanimously