

DOWNTOWN KINGSTON! BIA

BOARD OF MANAGEMENT MEETING AGENDA

Wednesday, February 16 2022 at 6:00 pm

Board of Management Members: Erin Allen, Bev Allinson, Sean Billing, Christine Ray-Bratt, Maria Cronk, Melissa Eapen-Bell, Richard McNevin, Tim Pater, Ed Smith (Chair), Julie Tompkins, Steve Wallace, Nick Waterfield, Councillor Wayne Hill, Councillor Gary Oosterhoff

Staff Present: Marijo Cuerrier, Michèle Langlois, Jan MacDonald

Others Present:

Regrets:

1. Welcome, Call to Order

- 1.1. Confirmation of Start Time
- 1.2. Roll Call & Confirmation of Quorum
- 1.3. Chair's Remarks
- 1.4. Additions to the Agenda
- 1.5. Declaration of Pecuniary Interests

2. Approval of Agenda

- 2.1. Identification of any in camera items

Motion to approve agenda as presented

Moved by: Seconded by:

3. Delegation

- 3.1 KEDCO: Rob Tamblyn, Business Development Manager, Small & Medium Enterprises presenting My Main Street Accelerator Program
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4. Approval of Minutes

- 4.1. Motion to approve January 19, 2022, minutes as presented

Moved by: Seconded by:

5. Consent Items

- 5.1. Approve all decisions and actions taken by Executive Committee at the February 8 2022 meeting (Draft Minutes supplied in package)

- 5.2. Accept included Tourism Kingston, Kingston Accommodation Partners, Chamber of Commerce and Kingston Economic Development Corporation updates

Motion to approve consent items as presented

Moved by: Seconded by:

6. Executive Director & Departmental Reports

Motion to approve each of the Executive Director and Departmental Reports as presented

Moved by: Seconded by:

7. Monthly Financials

Motion to approve Financials as presented

Moved by: Seconded by:

8. Reports and Discussion Items

Motion to approve additional Advisory Working Group for Vulnerable Sector

Moved by: Seconded by:

- 8.1. Discussion about Board Engagement for 2022

- 8.1.1.1. Discuss Ad-hoc Breakout Groups Concept

- 8.2. Communication Improvements | Strat Plan Alignment

- 8.2.1. **Members Bulletin (HubSpot):** downtownkingston.ca/Member-Bulletin

- 8.2.2. **Visitor's Downtown Dish** (Subscribers: 1981, Average Open rate 45%)

[Click here to sign up](#)

- 8.2.3. **Website Member HUB:** downtownkingston.ca/memberhub

- 8.2.4. **Facebook Members HUB:** facebook.com/groups/downtownkingston

8.3. Rebrand schedule update: Verbal

8.4. Summer Events: Celebration Summer – Presented by Jan MacDonald

8. New Business

9. Adjournment

9.1. Adjournment of meeting

Motion to adjourn

Moved by:

Seconded by:

Additional

Notes:

Action Items:

Next Meeting Agenda Items: