

DOWNTOWN KINGSTON BIA

BOARD OF MANAGEMENT MEETING MINUTES - DRAFT

Wednesday, September 21, 2022 at 6:00 pm – Seaway Coworking Space

BOARD OF MANAGEMENT MEMBERS: Erin Allen, Bev Allinson, Maria Cronk, Melissa Eapen-Bell (virtual), Tim Pater (virtual), Ed Smith (Chair), Steve Wallace, Nick Waterfield

STAFF PRESENT: Marijo Cuerrier, Michèle Langlois, Angela Winkler, Peter Gillespie

OTHERS PRESENT: Krista LeClair – Tourism Kingston & Nour Mazloum

REGRETS: Sean Billing, Christine Ray-Bratt, Richard McNevin, Councillor Wayne Hill and Councillor Gary Oosterhoff

Included in Board Package:

Board Minutes – June 15, 2022
Executive Minutes – July 12, 2022
Exec Notes – August 9, 2022 (Quorum not achieved)
Exec Notes – September 16, 2022 (Quorum not achieved)
ED Report
Department Quarterly Report
Financial Report (pending)
Policy Manual – Draft
AGM 2022 – Draft Agenda
Integrated Destination Strategy

1. WELCOME, CALL TO ORDER

- 1.1. Confirmation of Start Time 6:20
- 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. DELEGATION: TOURISM KINGSTON – CONFERENCE CENTRE

- Funding will not be pulled from another pot
- Will build year-round tourism and drive growth for local businesses
- Conference delegates often stay longer than leisure guests & travel during the week.
- Property across from the Leon's Centre (empty parking space)

- Currently working with the city, public engagement & sponsorship. (Would like to mimic or resemble the Shaw Centre)
- To bring to council in February?
- Airport to be able to accommodate for travel (cheaper and variety)

3. APPROVAL OF AGENDA

3.1. Identification of any in camera items

Motion to approve agenda as presented

Moved by: Beverly Allinson Seconded by: Steve Wallace

CARRIED

4. APPROVAL OF MINUTES

4.1. Motion to approve June 15, 2022 minutes as presented

Moved by: Maria Cronk Seconded by: Steve Wallace

CARRIED

5. CONSENT ITEMS

5.1. Approve all decisions and actions taken by Executive Committee at the July 12, 2022, meeting (Draft minutes supplied in package)

Moved by: Nick Waterfield Seconded by: Steve Wallace

CARRIED

5.2. Motion to accept included Tourism Kingston, Kingston Accommodation Partners, and Kingston Economic Development Corporation updates

Moved by: Steve Wallace Seconded by: Maria Cronk

CARRIED

6. ED REPORT & DEPARTMENT QUARTERLY REPORTS

Motion to approve the Executive Director Report as presented

Moved by: Erin Allen Seconded by: Maria Cronk

CARRIED

Motion to approve the Departmental Reports as presented

Moved by: Steve Wallace Seconded by: Nick Waterfield

CARRIED

- Tannery Project voted down (another 2 years before it will be brought forth again)
- **ACTION ITEM:** Increase board nominations by double (11 candidates so far)
- High pedestrian counts throughout our events (data included)
- **ACTION ITEM:** 2023 Planning Production calendar in place (will present in October's Meeting). Event brief(s) for Board and 2023 planning schedule and future events and expenses coming up in the new year to be included in October Board Meeting Presentation
- **ACTION ITEMS:** Explore future communication options for involving and communicating more effectively with Board members for 6 months prior to events to see if events are worth continuing and what could or should be changed. If urgent, send via email with Ed's assistance
- **ACTION ITEMS:** Marijo to put working groups into place
- **ACTION ITEMS:** Soft Book CREOS (split Market st w/ Sydenham st)?
- **ACTION ITEMS:** Marketing when the 3rd crossing opens? (November or December)

7. FINANCIAL REPORTS

7.1. Introduction of QuickBooks Internally

8. REPORTS AND DISCUSSION ITEMS:

8.1. Policies Draft for approval

Motion to approve the Draft Policy Manual

Moved by: Erin Allen Seconded by: Steve Wallace

CARRIED

- First 4 sections would be most interest to the Board
- Sections 5-11 HR Procedure based on Employment Safety Act
- Replacement of a Board member is at the call of the board

8.2. PEDESTRIAN ONLY STREETS 2023

8.2.1. Tourism Kingston Integrated Destination Strategy
(provided in your Board Package)

- Making more Pedestrian only Streets (every other weekend in the summer or completely close princess for the summer)
- Invest in proper barriers (bollards)
- Need to get member buy-in (reasons why this is beneficial for them)
- Delivery plan for street closures
 - **ACTION ITEM:** Activate Pedestrian-Only Streets Committee
 - Reference: <https://youtu.be/oi5wmsK-3Zk>

8.3. AGM AGENDA DRAFT

- **ACTION ITEM:** Send DRAFT Agenda to the Board Members for Feedback

9. NEW BUSINESS

9.1.1. Conference Centre

10. IN CAMERA

11. ADJOURNMENT

11.1 Adjournment of meeting

Motion to adjourn

Moved by:

Seconded by:

ADDITIONAL

Notes:

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- **ACTION ITEMS:** Marijo to put working groups into place
- **ACTION ITEMS:** Event brief(s) for Board and 2023 planning schedule and future events and expenses coming up in the new year to be included in October Board Meeting Presentation

- ACTION ITEMS: Soft Book CREOS (split Market st w/ Sydenham st)?
- ACTION ITEMS: Marketing when the 3rd crossing opens? (November or December)
- ACTION ITEM: Advisory Committee to research pedestrian-only streets
- ACTION ITEM: Send DRAFT AGM Agenda to the Board Members for Feedback

Next Meeting Agenda Items: