



BOARD OF DIRECTORS MEETING MINUTES

Date:	Monday, December 21, 2020	Time: 4:00pm	
Location:	https://us02web.zoom.us/j/81400715394?pwd=elBwMkJKHUUtoczNLNmpFUVlVQkhOQT09		
Invited:	Dave Carnegie, Chair Bill Durnford Gillian Watters	Councillor Oosterhof Lyndsay Wise Don Aldridge	Judith Pineault John Sheridan
Staff:	Donna Gillespie	Kirk Smallridge	
Regrets:	Mayor Paterson Lanie Hurdle (ex officio)	Yafan Huang Councillor Hill	Megan Knott (ex officio) Craig Desjardins

1. Call to Order

- The Board of Directors meeting was called to order by Chair, Dave Carnegie at 4:01pm.

2. Approval of Agenda

- **Motion to** “Approve the agenda;” Moved by John Sheridan. Seconded by Don Aldridge. Carried.

3. Disclosure of Conflict of Interest

- None

4. Approval of the Minutes

- **Motion to** “Approve November 23, 2020 Board of Directors meeting minutes;” Moved by Gillian Watters. Seconded by Don Aldridge. Carried.
- **Motion to** “Approve the November 27, 2020 Finance & Audit Committee meeting minutes;” Moved by Judith Pineault. Seconded by Gillian Watters. Carried.

5. Business Arising from the Minutes

- None

6. Ratification of Email Motion

- **Motion to** “Approve the 2021-2025 Service Level Agreement between Kingston Economic Development Corporation and the City of Kingston”; Moved by Don Aldridge. Seconded by Lyndsay Wise.

7. CEO Update

- Donna thanked the Kingston Economic Development Board of Directors and Staff for efforts towards 2020 activities, the Integrated Economic Development Strategic Plan and new Service Level Agreement with City of Kingston.
- Special thanks to Council representation for their support to the organization during 2020.
- Current projects for the Corporation:
 - i. Developing a diversity & equity statement to incorporate into Human Resources Manual



BOARD OF DIRECTORS MEETING MINUTES

- ii. Developing a food venture program to assist food producers and businesses looking to expand
- iii. Finalizing an application to FedDev to support entrepreneurship in Kingston for persons of colour
- iv. Finalizing the Tourism Business Support Program disbursing \$800,000 to Kingston businesses
- v. Continued support for local businesses towards digitization of services
- vi. Continued engagement with City Staff and Public Health to provide up-to-date support on everchanging COVID-19 programs

8. Other Business

- None

9. Motion to Congratulate Councillor Boehme and his family for their new baby

- **Motion to** “Congratulate Councillor Boehme and family for their new baby;” Moved by John Sheridan. Seconded by Don Aldridge. Carried.

10. In Camera (if needed)

- **Motion to** “enter In Camera;” Moved by John Sheridan. Seconded by Bill Durnford. Carried. 4:10pm
- **HR Discussion**
- **Motion to** “exit In Camera;” Moved by John Sheridan. Seconded by Don Aldridge. Carried. 4:24pm

11. Date of Next Meetings

- Monday, December 21, 2020 – Board of Directors Members Meeting 4:30pm
- Monday, January 18, 2021 – Board of Directors Meeting 5:00pm

12. Adjournment

- **Motion to** “Adjourn the Board of Directors meeting;” Moved by Lyndsay Wise. Seconded by John Sheridan. Carried. 4:25pm.