



Date:	October 17, 2016	Time: 5:00 PM
Location:	945 Princess Street, Lobby Boardroom	
Attended:	Shai Dubey, Chair Bo Wandschneider, Vice Chair Bill Durnford Mayor Patterson	Councillor Allen Peter Kraus Councillor Turner Judith Pineault Sandra Gibson Councillor Hutchison
Staff:	Donna Gillespie	Stephanie Milner
Regrets:	Niall O'Driscoll	David Carnegie

1. Call to Order: 5:04 PM
2. Approval of Agenda
 - Motion to “approve the agenda as presented;” moved by Bo Wandschneider, seconded by Bill Durnford. Carried
3. Disclosure of Conflict of Interest
 - None to disclose.
4. Approval of the Minutes:
 - Motion to “approve the minutes of the Board of Directors September 12, 2016 meeting;” moved by Mayor Paterson, seconded by Judith Pineault. Carried
 - Motion to “approve the minutes of the Finance Committee July 27, 2016 meeting;” moved by Peter Kraus, seconded by Bill Durnford. Carried
 - Donna Gillespie raised that Imagine Kingston gave advice about following provincial and federal examples in terms of disclosing senior staff expenses related to dining, travel, etc. The Finance Committee suggested seeking Board feedback on posting this documentation online on a monthly or quarterly basis.
 - The expense disclosure discussion deferred to the next meeting.



5. CEO Report

Donna Gillespie provided updates on the following:

- October is Small Business Month and there are a variety of activities planned including lunch and learn sessions discussing fundamentals for start-up businesses.
- We partnered with the BIA to hold a business networking session for downtown businesses. We're under taking a trial experiment with consulting services at the BIA office. These activities are part of our effort to reach more small businesses with a focus on growth and retention.
- In November, we are hosting a Regional Cluster meeting for Small Business Enterprise Centre. There will be a special meeting organized for Board and staff with Dan Humphries, the Eastern Ontario Entrepreneurship Partnerships Research Regional Advisor to discuss our partnership and Ministry plans.
- The Chinese opportunity is moving forward positively.
- Tourism is sponsoring Lumina Borealis. Violette Hiebert is currently in Montreal visiting the media firm working with Fort Henry to see how they are creating the digital animation for this event. The event will take place beginning of December through to beginning February. Tourism Kingston is working to forge partnerships with Downtown Kingston to create more of a community destination.
- Sports Tourism has announced significant curling championships and rugby championships for 2017, as well as more Bass Pro fishing tournaments.
- Kelly Brintnell our M&C Leads Specialist is in New York City with the Canadian Motor Coach Association.

6. Transition Update – Recruitment Firm

- Donna Gillespie noted that on October 4, 2016 the CAO, Gerard Hunt went before Council to have the draft Service Level Agreements passed. A new amendment was made at this meeting, which indicated that a small review group be formed to do a third party check on performance results.
- Shai Dubey noted a suggestion on Dave Carnegies's behalf, that we should be approaching Council to have this review group appointed now.
- Donna Gillespie noted that there are four Board Directors that are completing their term; Peter Kraus, Shai Dubey, Sandra Gibson, and Niall O'Driscoll. Bo Wandschneider and Judith Pineault have two years left of their term and have indicated they will remain on the Board. Bill Durnford and Dave Carnegie have both agreed to continue.



- We are working closely with the City Clerk's office to put the call out for new Board Directors. There is a handout of a draft call for EDO and DMO Board of Directors.
 - Cunningham and Swan are in the process of filing the letters of incorporation for the DMO.
 - It was recommended to have twelve Board members for both the DMO and EDO. Donna Gillespie noted that the City Nominations has put out a call for eight public members for the DMO but the composition is nine public members. Bill Durnford has been identified as the first Director of this DMO Board.
 - The City CAO will sit as an ex officio on the EDO Board and the Deputy CAO will sit as an ex officio on the DMO Board. It is also recommended to have the CEO of the DMO sit on the EDO Board as an ex officio. The CEO of the EDO will sit on the DMO along with the CEO of KAP as ex officios.
7. Board Retreat with Council & Community Planning Session
- Donna Gillespie confirmed that there will only be a morning session with Erik Lockhart on October 22. Erik Lockhart's role is to facilitate a discussion to confirm a holistic and diverse set of objectives that underpin Kingston's Economic Development Organization and gain input into performance measures.
8. Budget 2017
- Donna Gillespie presented a draft budget for both the EDO and DMO. The Board confirmed in principle the intent to budget at 0% increase for both organizations in 2017.
9. Date of upcoming meetings:
- October 22, 2016 - Board Retreat with Council & Community
 - November 14, 2016
 - December 12, 2016
- Motion to "move in camera;" moved by Councillor Turner, seconded by Mayor Patterson. Carried
10. IN CAMERA Discussion
- The meeting moved IN CAMERA – 6:39PM
 - The meeting moved OUT of CAMERA – 7:20PM



- Motion to “have the RFP move forward with selecting a recruitment firm to search for senior leadership;” moved by Mayor Patterson, seconded by Peter Kraus.
Carried

11. Adjournment – 7:21 PM

- Motion to “adjourn the meeting;” moved by Peter Kraus, seconded by Bill Durnford. Carried

Shai Dubey, Chair

Bo Wandschneider, Vice Chair;
Judtih Pineault, Vice Chair

Date