



Date:	December 12, 2016	Time: 5:00 PM	
Location:	945 Princess Street, Lobby Boardroom		
Attended:	Shai Dubey, Chair Bo Wandschneider Bill Durnford David Carnegie (5:45PM)	Sandra Gibson Councillor Hutchison Councillor Turner Peter Kraus	Judith Pineault
Staff:	Donna Gillespie	Stephanie Milner	
Regrets:	Niall O'Driscoll	Mayor Paterson	Councillor Allen
Observer:	Frank Dixon Peter Dalton	Vicki Schmolka	Trevor Wilson

1. Call to Order: 5:04 PM
2. Approval of Agenda
 - o Motion to “approve the agenda as presented;” moved by Councillor Turner, seconded by Bo Wandshneider. Carried
3. Disclosure of Conflict of Interest
 - Judith Pineault noted that in 2017 she will be working with a Kingston Economic Development employee, Andrew Bacchus and will recuse herself in cases where there may be a conflict.
4. Approval of the Minutes:
 - o Motion to “approve the minutes of the Board of Directors November 14, 2016 meeting;” moved by Judith Pineault, seconded by Councillor Turner. Carried
 - Shai Dubey requested a friendly amendment to the motion in the November 14 Minutes that states, “effective from January 2016 the Board minutes will be posted once they have been approved and signed off on an after six month timeframe.” It will now read, “Effective from January 2016 the Board minutes will be posted once they have been approved and signed off”. Moved by Bill Durnford and seconded by Councillor Turner. Carried. Bo Wandschneider abstained.
 - o Motion to “approve the minutes of the Finance Committee October 19, 2016 meeting;” moved by Sandra Gibson, seconded by Bill Durnford. Carried
5. Business Arising from the Minutes
 - Expense Disclosure:
 - Councillor Hutchison inquired about the motion to “disclose CEO expenses online related to travel, accommodation, and meetings.”
 - Donna Gillespie noted that she has reviewed both provincial and federal expense disclosures. She provided an example of how her November Visa statement would look if it was posted online. Donna Gillespie asked the Board how she could best display that the CEO does not rack up poor expense activities.



- Bill Durnford and Bo Wandschneider do not agree with posting CEO expenses. They suggest that following policy will make all employees accountable. No other agency posts to that level.
- Donna Gillespie noted that at least one Councillor must be present for quorum and accountability at the Finance Committee Meeting.
- Bo Wandschneider noted that there are existing policies that well align with the public sector from a University perspective. The updates for 2017 will only make it better.
- Councillor Turner suggested posting our policies online.
- Shai Dubey noted that both the EDO and DMO should have aligning policies. The motion to posting CEO expenses online will be deferred to the 2017 Board of Directors.

Appointment of Auditors:

- Donna Gillespie noted that the Finance Committee voted to have Secker Ross & Perry as Auditors for one year.
- Sandra Gibson explained the reasoning for appointing Secker Ross & Perry for 2017.
Motion to “appoint Secker Ross & Perry for the 2016 Audit in 2017;” moved by Bo Wandschneider, seconded by Councillor Turner. Carried

6. CEO Report

Donna Gillespie provided updates on the following:

- Budget 2017 presentations went very well. With approval we can start planning for 2017. Thank you to Bill Durnford, Sandra Gibson and Judith Pineault for assisting with the presentation.
- The Chinese company Feihe had a very successful announcement day on December 1, 2016. Carey Bidtnes and Donna Gillespie are looking at travelling to China in January for a delegation.
- Grant Goodwin from Innovate Kingston was able to secure \$600,000 in funding for his 2 day Breakout Project event.
- We assisted with an insert called Perspective Kingston which goes into the Globe and Mail celebrating local success stories focusing on innovation.
- Stephanie Milner ran the 2016 United Way Campaign in our office and through a few events raised \$2750.
- Ministry of Economic Development and Growth has a new program currently called Starter Company Plus. This program is opened to any business existing or in start-up phase offering grants up to \$10,000. Ella Vanderburgt has been working with CFDC and has secured \$100,000 in funding towards Starter Company Plus. There will be approximately \$270,000 in funding support for 2017.
- We participated in the Iron Mountain grand opening, which we assisted with funding and building permits. This will be the first new build in North America for Iron Mountain.
- Updates for Tourism Kingston: Kingston Penitentiary Tours have been renewed for 2017.



- We are pleased to announce that we will be supporting this year's World Junior Championships. We will be hosting exhibition games from December 20-23 for Russia, Denmark, Russia, Sweden, USA and Czech Republic.
- Donna Gillespie noted that November was spent working on Board recruitment for the EDO and DMO.
- Peter Kraus commented on the space remaining in Kingston's commercial/business parks. Donna Gillespie noted that we are now experiencing the highest level of activity in Kingston's business parks. We have been working with CAO, Gerard Hunt and CEO of Utilities Kingston, Jim Keech to look at future plans in regards to waste water and building land.
- Donna Gillespie gave the following Staff update: Laura Kaminer has completed her contract. She recently started her own business and will now take that on full-time. We will be sharing communications in a TeamYGK approach with both the City and Innovate Kingston. Dajana Turkovic will be our new Labour/Workforce Development Market Officer.

7. Transition Updates

- Bill Durnford noted that DMO Board recruitment will be discussed in camera.
- Shai Dubey introduced the names of the four new members have been appointed by City Nominations; Trevor Wilson, Peter Dalton, Lyndsay Wise, and Gillian Watters. Trevor Wilson and Peter Dalton introduced themselves to the Board.

8. In Camera

- Motion to "include Peter Dalton and Trevor Wilson in Camera;" moved by Peter Kraus, seconded by Bo Wandshneider. Carried
- Motion to "move in camera;" moved by Peter Kraus, seconded by Councillor Turner. Carried
- The meeting moved IN CAMERA – 6:17PM
- The meeting moved Out of CAMERA – 7:25PM

9. Adjournment – 7:25 PM

Shai Dubey, Chair

Bo Wandschneider, Vice Chair;
Judtih Pineault, Vice Chair

Date