



BOARD OF DIRECTORS MEETING

Date:	May 08, 2017	Time: 5:00pm-7:00pm
Location:	Innovation Park, Front Lobby Board Room	
Attended:	Judith Pineault, Chair Councillor Hutchison Councillor Turner Councillor George	Bill Durnford David Carnegie Trevor Wilson (telephone) Peter Dalton Mayor Paterson Lyndsay Wise Bo Wandschneider (telephone)
Regrets:	Shai Dubey	Gillian Watters Gerard Hunt
Staff:	Donna Gillespie	Erica Carson
Presenters:	Mark Van Buren	Michael Mann
Other:	Holly Wilson	Vicki Schmolka Andrew Bacchus

1. Call to Order: 5:03 pm
2. Approval of Agenda
 - **Motion to** “approve the agenda as presented;” moved by Dave Carnegie, seconded by Mayor Paterson. Carried.
3. Disclosure of Conflict of Interest
 - None
4. Approval of the Minutes:
 - **Motion to** “approve the minutes of the Board of Directors April 10 2017 meeting;” moved by Dave Carnegie, seconded by Councillor George. Carried.
5. Business Arising from the Minutes
 - None
6. Discussion-Launch Lab Kingston’s Regional Innovation Centre: Michael Mann
 - Michael Mann gave an introduction to Launch Lab – A member of Ontario Network of Entrepreneurs, provincially funded resource for entrepreneurs with no charge to businesses. Comprised of 12 staff members, 8 of which are entrepreneurs with technical based expertise.
 - Michael went on to describe the services Launch Lab provides, and thanking Kingston EcDev for their support.
 - Donna Gillespie gave further details on Small Business Enterprise Centre (SPEC) funding to Kingston EcDev and Regional Innovation Centre (RIC) funding to Launch Lab. Proposed bringing back an MOU of shared services to the Board of Directors. Donna also



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noted that clarification on overlap of services is needed to better understand how to triage clients and to connect them with the appropriate level of expertise.

7. Presentation-Kingston Third Crossing: Mark Van Buren
 - Mark Van Buren gave a presentation on the proposed Kingston Third Crossing. Giving details on the background and strategic case which is built into the City Official Plan, Urban Growth Strategy and Transportation Master Plan. Mark presented preliminary design of bridge, evolution of design , business plan, and economic impact details. Draft business plan has been released, and open house completed. Final presentation to City Council will be in June.
8. Finance Committee Update: Dave Carnegie
 - Follow up on recommendations from auditors Final Audit Report. Working with auditors on the Tourism Kingston split of assets and liabilities.
 - Formal strategy to be discussed regarding corporation reserve funds and investment strategies.
9. Risk & Transparency Committee Update: Trevor Wilson
 - Committee recommended to separate into two working groups.
 - Risk group-initial meeting will be a workshop to summarize Risk Matrix and Mitigation Strategy, to happen in May to report back in Mid-June. Quarterly meeting to update Risk Matrix. Open to all board members.
 - Transparency group- To create and implement customer service charter and yearly review of Transparency International guidelines.
 - Judith asked for additional volunteers to form this group, no other volunteers at this time. Will be comprised of the existing Risk & Transparency Working Group members.
10. Tourism Transition Update: Bill Durnford
 - Finance Committee Orientation has happened-to further review Tourism Kingston finances.
 - Executive Director search ongoing through Summit Group- Target date for offer to be in place by July 1.
11. CEO Report : Donna Gillespie
 - CEO Report distributed to all Board Members.
 - Not indicated within the report- Brandon Pickard, Sport Tourism Development Officer has accepted a new career opportunity as Manager of Tourism for the Durham Region, his last day will be May 17.
 - Dave Carnegie asked for update on Breakout Project- Donna indicated that Kingston EcDev has sponsored 100 tickets to give away to entrepreneurs working at MaRS in Toronto and DMZ in Montreal.
 - Peter Dalton asked a question regarding Starter Company Plus - Donna confirmed there is already a high level of interest shown as Kingston is the only community to receive this level of investment funding in Ontario.
 - **Motion to “accept the written CEO Report”** moved by Councillor Turner , seconded by Councillor George. Carried.



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12. Other Business

- None

13. Date of next meeting : June 12, 2017

14. In Camera 6:28pm

- **Motion to** “move In Camera” moved by Mayor Paterson, seconded by Peter Dalton.
Carried.

15. Adjournment 6:40pm

- **Motion to** “Adjourn the board meeting” Moved by Peter Dalton, seconded by Trevor Wilson.

Judith Pineault, Chair

Bo Wandschneider, Vice Chair;
Peter Dalton, Vice Chair

Date