



BOARD OF DIRECTORS MEETING

Date:	Monday, November 13, 2017	Time: 5:00pm	
Location:	Innovation Park- Front Board Room		
Invited:	Judith Pineault, Chair Bo Wandschneider David Carnegie	Councillor Hutchison Peter Dalton Bill Durnford	Councillor George Trevor Wilson Gerard Hunt (ex officio)
Staff:	Donna Gillespie	Kirk Smallridge	Carey Bidtnes
Regrets:	Mayor Paterson Lyndsay Wise	Councillor Turner Shai Dubey (ex officio)	Gillian Watters Rob Kawamoto (ex officio)

1. Call to Order
 - The Board of Directors meeting was called to order at 5:02pm by Chair, Judith Pineault
2. Approval of Agenda
 - **Motion to** “Approve the agenda as presented;” moved by Dave Carnegie. Seconded by Bo Wandschneider. Carried.
3. Disclosure of Conflict of Interest
 - None
4. Approval of the Minutes
 - **Motion to** “Approve the minutes of the Board of Directors October 16, 2017 Meeting;” moved by Councillor Hutchison. Seconded by Dave Carnegie. Carried.
5. Business Arising from the Minutes
 - None
6. HR Nominations Committee Update: Judith Pineault
 - It was noted that the City Nominations Committee accepted the Board’s recommendation to appoint John Sheridan as a Director. Mr. Sheridan’s credentials, Board governance experience, background and overall connection to the Kingston community was discussed and it was agreed that the individual would be a fine addition to the team.
 - Bo Wandschneider stated that he would be stepping down as Director and Vice Chairperson.
 - **Motion to** “acknowledge the resignation of Bo Wandschneider;” Moved by Peter Dalton. Seconded by Dave Carnegie. Carried.
 - The Board of Directors suggested the HR Nominations make a recommendation to appoint a replacement.



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- A general discussion regarding gender balance and minority presence on the Board was noted.
7. Review Committee 2017
- Donna Gillespie provided context for the temporary Working Review Committee that was established for 2017 and stated the Working Group consisted of Smith's School of Business, Professor Scott Carson, Chartered Profession Accountant, Simon Froggatt and City treasurer, Desiree Kennedy. Donna noted the Review Committee would be tasked with presenting a report to City Council prior to the 2018 budget requests.
8. Finance Committee Update: Dave Carnegie
- Dave Carnegie informed the Board of processes followed by the Finance Committee during meetings. Dave noted the Committee was reviewing vendors approaching budget thresholds. After a discussion it was determined that Tourism Kingston expenditures exceeding allotted thresholds would need to provide a Tourism Kingston Board motion to Kingston EcDev.
 - The Finance Committee discussed vendor procurement and the need to update contracts to authorize vendor spending. Also discussed was the creation of a vendor performance tracking systems to help monitor and track contractor performance.
 - Donna Gillespie and Rob Kawamoto are working together to divide Corporate expenses paid throughout the first half of 2017.
 - Donna noted a discussion held during the October Finance Committee that reviewed the use and intent of reserve funds and the intent of the reserve fund. Donna noted \$20,000 was committed to Tourism Kingston for the Briar 2020 bid.
9. CEO Report: Donna Gillespie
- The CEO Report was circulated and Donna Gillespie provided the Board of Directors with an update of Corporation activities.
 - **Motion to** "add the CEO report to the Board of Directors package;" moved by Rob Hutchison. Seconded by Kevin George. Carried.
 - Business Development Officer, Carey Bidtnes provided an update on Feihe Canada Royal Milk. The Board of Directors asked questions relating to the goat dairy supply chain and it was suggested that Kingston EcDev investigate recruiting a lobbyist to help gain support for investment in goat dairy supply regionally.
 - Donna directed the Board's attention to the 2018 Budget Presentation. Kingston EcDev will be requesting a 1.5% increase in municipal funding.
 - i. The Board of Directors made suggestions for the presentation and discussed different areas of potential questioning during the budget presentation.
 - **Motion to** "accept the 2018 operating budget in the amount of \$1,785,248 for Kingston EcDev be approved and that the budget for City funding in the amount of \$21,278 (1.5% increase) be forwarded to the city to be included in the 2018 City of Kingston Budget process;" Moved by Bo Wandschneider. Seconded by Councillor George. Carried.



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10. Other Business

- Discussion Regarding Strategic Planning Committee
 - i. The Board of Directors were asked to volunteer for Strategic Planning Committee. Gerard Hunt, Dave Carnegie and Bill Durnford volunteered to sit on this committee.

11. Upcoming Meetings :

Finance Committee – Wednesday, November 22, 2017

Board of Directors – Monday, December 18, 2017

12. Adjournment

- **Motion to** “Adjourn the Board of Directors meeting;” moved by Bo Wandschneider. Seconded by Bill Durnford. Carried. 7:12pm

Judith Pineault, Chair

Peter Dalton, Vice Chair

Date