



BOARD OF DIRECTORS MEETING MINUTES

Date:	Monday, December 17, 2018 Time: 4:00-4:45pm		
Location:	Stationview Room, 1 st Floor – 216 Ontario Street		
Invited:	Judith Pineault, Chair Don Aldridge Gillian Watters	Councillor Oosterhof David Carnegie Trevor Wilson	Mayor Paterson John Sheridan (via phone) Councillor Chapelle
Staff:	Donna Gillespie	Kirk Smallridge	
Regrets:	Bill Durnford Gerard Hunt (ex officio)	Lyndsay Wise	Megan Knott (ex officio)

1. Call to Order

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

2. Approval of Agenda

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

3. Disclosure of Conflict of Interest

- None

4. Approval of the Minutes

- **Motion to** “Approve the minutes of the October 15, 2018 Board of Directors Meeting;” Moved by Don Aldridge. Seconded by Dave Carnegie. Carried.
- **Motion to** “Approve the minutes of the September 27, 2018 Finance Committee Meeting;” Moved by Don Aldridge. Seconded by Dave Carnegie. Carried.

5. Business Arising from the Minutes

- None

6. Updates from Partner Organizations (if required)

- There were no updates from partners during this meeting.
- Donna informed the Board of Directors that Megan Knott, Executive Director of Kingston Accommodation Partners was appointed as Interim Executive Director of Tourism Kingston for a nine-month period.

7. CEO Monthly Report

- Written report circulated.
- Donna provided a high level summary of the CEO report and the following updates were highlighted.
 - Shelley Hirstwood, Ec.D would be joining the team as Business Development Officer on January 14, 2019. An offer has been extended for another Business Development Officer for a start date in Q2.



BOARD OF DIRECTORS MEETING MINUTES

- Canada Royal Milk (CRM) Job Fair was well attended by nearly 600 individuals. CRM Management would be looking to fill key roles shortly. The Board discussed leveraging the job fair's success to the community and showcase the opportunities for the Kingston workforce and the remaining available positions.
- Kingston EcDev hosted a manufacturing round table attended by 15 local manufacturers. Key issues were discussed and the results of a local BR&E survey were presented. A United States Mexico Canada Trade Agreement Specialist lawyer also explained some of the recent changes in trade agreements.
- Kingston EcDev met with Small Business Enterprise Centre Ministry representatives and confirmed funding for the Summer Company Program for 2019.
- Queen's University and Kingston EcDev partnered for the second cohort of the Queen's Career Apprenticeship: Kingston program. This year is Kingston EcDev is anticipating 35 job postings from local businesses.
- Queen's University Smith School of Business was hired to conduct a benchmark survey on the retention of Queen's graduates and examined the perceptions that recent grads and alumni have of the Kingston community. Kingston EcDev is reviewing the findings of the survey and will circulate upon request.

8. Other Business

- None

9. In Camera (if required)

- **Motion to** "move In-Camera;" Moved by Judith Pineault. Seconded by Trevor Wilson. Carried. 4:15pm.
- **Motion to** "move to leave In-Camera;" Moved by Dave Carnegie. Seconded by Mayor Paterson. Carried. 4:35pm.

10. Date of next meeting

- Board of Directors Meeting – Monday, January 14, 2019 – Proposed

11. Adjournment

- **Motion to** "Adjourn the Board of Directors meeting;" Moved by Trevor Wilson. Seconded by Don Aldridge. Carried. 4:36pm.

Judith Pineault, Chair

Director

Date