

BOARD OF DIRECTORS MEETING MINUTES



Tuesday, April 15, 2019 7:00 p.m.

Addendums:

- March 26, 2019 Draft Board Meeting Minutes
- Draft 2019 Work Plan

Attendance:

- Board: Dale Monrad, Mark Glentworth, Gina Bennett, Monica Florence, Anna Gladue
- Staff: Shannon Jones (ED), Sarah Brown (Operations Manager), Stephanie Hooker (Contractor)
- District: Councillor Scott Medlock
- Regrets: Rod Peters, Cathy Harry, Councillor Dusty Smith

1. Call to order at 7:05 pm

2. Approval of Agenda

Motion: THAT the April 15, 2019, Hope Business and Development Society agenda be adopted as presented - *Carried*

3. Adoption of Minutes

Motion: THAT the March 26, 2019, Hope Business and Development Society minutes be adopted as presented – *Carried*

4. Business from Previous Minutes

a. Delegation contractor Stephanie Hooker with 2019 proposal

Stephanie Hooker, who was contracted to coordinate the Rural Dividend grant over the past 2 years, provided the Board with details about how the work was delegated and how the funds were spent. She reports that all sub-projects have been billed, and all funds required to be spent have been spent. She also suggested steps the Board might take in order to conclude the grant and to compensate her for the extensive overtime she contributed in order to complete grant deliverables on time.

Stephanie proposes her continued involvement with AdvantageHOPE and suggests she could continue working on projects which were already begun as RDI activities. She recommends that projects such as Experience the Fraser, Trails Master Plan, and recreation

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asset development can work with Hope Mountain Centre to leverage funding. She also suggests that implementing the Agricultural plan would need only supplemental funding. Other work: our Tourism strategy needs implementing; and since we have applied to be part of the Provincial Nominee program, there may be work involved with that.

Remuneration for Stephanie's overtime will be discussed in our In Camera session.

b. Finalizing AGM details

Board members are needed to assist preparation for the AGM on April 26:

- We need a letter from the Board with a re cap of 2018 etc. Gina will provide, Shannon will share previous years' letters as templates. The new TAC will also provide a letter.
- We need people to help set up the room on the 26th. Mark & Gina will assist.

Monica suggests that since our strategic planning only goes as far as this AGM, we may need to do another strategic planning session for the rest of the year's work.

5. District of Hope Report: Councillor Medlock provided the report. Some highlights:

- The District has been dealing with budget. More tax revenue is being collected this year – largely due to new growth (increased assessments, including commercial), so tax rate can be dropped a bit. Business tax rates down 2%.
- On Richmond Hill, a developer is planning a townhouse-type development.
- Best Western hotel development is moving forward, logging part is done.
- A low-income housing development near Riverview Manor Lodge is moving forward, completion expected around January 2020.

6. Committee and Board Reports

- a. Finance Committee (Cathy, Anna, Dale) met on Wednesday and confirmed that the February financials are complete and looking good.

Motion: THAT the February 2019 financials be accepted by the Board. - *Carried*

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The Economic Development Fund was set aside many years ago for economic development, and has been leveraged through Rural Dividend. Now that the Rural Dividend initiative is finished, the money needs to be moved into our bank account.

Motion: THAT the Board approve the transfer of the Economic Development Fund to the Hope Business and Development Society bank account -- *Carried*

- b. Policy & Procedure Review Committee (Gina, Scott, Rod) – has met recently and is making progress on revisions to the Policy & Procedures document.
- c. Board Recruitment & Orientation Committee (Monica, Mark, Dale) - hasn't met yet. Scott points out that we do need more Board members & there is some urgency for this. We agreed that our current recruitment process (long written questionnaire etc.) is perhaps too cumbersome. Dale suggests we switch to a simpler, online-fillable form, or just a request for a resume and cover letter explaining why this applicant might be interested in joining the Board, what he/she has to offer.
- d. MRDT Representative (Mark) -- no meeting recently
- e. Communications Strategy Committee (Monica, Gina, Shannon) – This committee plans to meet soon.
- f. Operations Representative & Executive Director Liaison (Mark, Anna) – Mark has met with Shannon, and is aiming to meet weekly. This liaison arrangement appears to be working well and they are fine-tuning a process to ensure the liaison runs smoothly. If any Board member has questions for Shannon they are advised to run those questions through Mark or Anna. Mark will send out a brief report on operations.
- g. Board Reports
 - Monica reports that Chawathil First Nation is exploring ways to develop year-round business in and around the Telte'yet campground. There are 4 different parcels of land that can be developed. Greenwood Island is also of special interest but there's considerable historical value that can't be disturbed. Monica invites economic development ideas from others.

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- Shannon reports that Bridal Falls is in final stages of planning for a gondola attraction, with a restaurant and parking space for 1000. Expected to be operational in 2021.

7. Other Business

a. Work plan

- Motion: THAT the 2019 Work Plan be adopted by the Board – *Carried.***
- Sarah reports that we have been approved by Young Canada Works to hire 2 students for the summer.

8. Discussion Period

9. Adjourn Meeting at 9:05 pm

10. Proceed to In Camera Session (Board and invited guests only).

11. Close Meeting