

BOARD OF DIRECTORS MEETING MINUTES



— Tuesday, March 26, 2019 7:00 p.m.
Council Chambers, District Hall, 325 Wallace St., Hope, BC

Addendums:

- February 2019 Financials (available in Sharepoint directory but not yet ready for review by the Board)
- February 26, 2019 Draft Board Meeting Minutes
- Board Committee updates
- Acronyms and Clarifications (for reference)
- One Year Tactical Plan
- Executive Director Report, March 2019

Attendance:

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

1. Call to order at 7:05 pm

2. Approval of Agenda

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

3. Adoption of Minutes

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

4. Business from Previous Minutes: The following Board committee structure is suggested for consideration:

- a. Communications committee: will continue, building on work that was done last year. Will meet quarterly.
- b. Finance committee: will meet monthly, one week before the board meeting.

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- c. DMO/RMI committee: The purpose of the DMO/RMI committee was to prepare and submit a successful application for the MRDT. Because that goal has been achieved, this committee will become the MRDT committee.
- d. Policy and Procedure committee: This committee will continue to update policy and bylaws and reduce confusion in policy documents. Eventually the committee will also address policy relating to the Tourism Advisory committee (when it's ready). It will meet quarterly.
- e. Board Recruitment and Orientation committee: This is a new committee, responsible for recruiting and orienting new Directors. Recommended for 2 directors to serve.
- f. Open house and AGM committee: A new committee, suggested to meet in preparation for the AGM and Open house events as they come up. Needs 2 directors.
- g. Revitalization Tax Exemption committee: A new committee, potentially to support a revamped revitalization bylaw. After discussion we agreed it may not be needed at this time; Scott will report back from Council. Mark will assist if the committee goes forward (or at least provide board input as required).
- h. Operations representative: Suggested as a replacement for the (non-functional) Operations Review committee. One director is required on an as-needed basis, essentially as a go-between, improving communication between AH staff & board. Mark has volunteered.
- i. Hiring committee: an ad hoc committee. After some discussion, we agreed that this could be combined with the Board Recruitment and Orientation committee, to form the Recruitment and Orientation committee.

Board members are asked to familiarize themselves with the work of these committees and consider volunteering as their interests, schedules and abilities permit.

5. District of Hope Report: Councillor Scott Metlock reported.

- a. The Council is currently discussing the budget. The process this year has been going quite smoothly, with no major cuts expected. Some highlights:

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- i. There has been a district-wide increase in property assessed value (average assessed value increased 16%). The rate increase will be maintained at the same level as the last 4 years, so that the district can fund some necessary &/or overdue infrastructure projects (e.g. waterworks).
 - ii. Funding for economic development will stay the same.
 - iii. There is no distinct line item for the museum; however, some ‘unallocated capital’ may be available to apply to the museum.
 - iv. The budget will be finalized by May 15.
 - b. We discussed the possibility of having our 2 Councillor reps become voting members of the AH Board. We will ensure that this issue is raised at our AGM and propose that this change gets put forward. Scott will also bring this up at Council.
6. Executive Director Report: See handout for details.
 - a. Sarah reported on the status of our grants.
 - i. Necessary requirements to complete the RDI are being completed and it appears everything necessary will get done before the deadline.
 - ii. DBC – still waiting to hear whether our application has been approved for the coming year.
 - iii. Also waiting to hear about Canada Summer jobs & Young Canada Works.
 - b. The 2019 Visitor Guide was completed and distributed on time. The new “coupon” feature is already in use with several coupons returned at Hope businesses over the past month.
 - c. Shannon: has been busy with the re-branding of Scenic 7 products.
 - d. Website development: The website has been completed to the level that RDF requires. Dale had a question about how website work is assigned: Stephanie Hooker is responsible for the content, while Riley Foreman does the website development. Since website work is a specific task of RDF completion, it’s not something that AH has to discuss, manage, or provide direct input.
 - e. In past months, there had been a problem with people calling the Visitor Centre requesting information about bringing new business to the town etc. Those calls are

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now being directed more effectively to Council offices (they *should* be directed to John F.).

7. Committee and Board Reports

- a. Finance committee (Cathy, Anna): has not met. The committee will finalize up-to-date financial information with (bookkeeper) Marcia and then distribute it to Board members for an email vote. New members: Dale.
- b. Policy & Procedure Review Committee (Gina, Scott): committee is reviewing past work on the Policy and Procedure document and commencing edits. New members: Rod. Sarah and Shannon will join the committee when the TAC is ready.
- c. Operations representative: New member: Mark. (Anna will assist for a while.)
- d. MRDT Committee (Anna, Jannis): waiting for next steps on MRDT application.
- e. Communications Strategy Committee: (Monica, Gina, Shannon). Has not met recently.
 - a. Open house and AGM committee: This may be conducted as an ad hoc committee with everybody assisting where/when able to get the AGM ready.
 - b. Recruitment & Orientation committee: new; hasn't yet met.

2. Other Business

- a. Orientation for new board members: a helpful and detailed list of acronyms was provided for new (and existing) directors.
- b. Board executive appointments: will be decided in the first meeting after the AGM.
- c. Shannon will send out an email reminder for us to update our profile that appears on the AH website.

3. Discussion Period: Monica invited all Board members to a career fair tomorrow at the Chawathil gym, from 10 to 2 pm. Monica will be away from the area between the 6th to 14th of April, while studying Aboriginal Management at UBC.

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4. Adjourn Meeting at 8:55

5. Proceed to In Camera Session (Board and invited guests only) – Scott & Sarah left.

6. Close Meeting at 9:30