

BOARD OF DIRECTORS MEETING MINUTES



— Tuesday, May 14, 2019 7:00 p.m.
Council Chambers, District Hall, 325 Wallace St., Hope, BC

Addendums:

- April 15, 2019 Draft Board Meeting Minutes
- Business Walk 2018 Report

Attendance:

- Board: Mark Glentworth, Gina Bennett, Rod Peters, Tina Pizar, Scott Medlock, Dusty Smith
- Staff: Shannon Jones (ED), Sarah Brown (Operations Manager)
- Regrets: Monica Florence

1) Call to order at 7:00 pm

2) Approval of Agenda

Motion: THAT the May 14, 2019, Hope Business and Development Society agenda be adopted as presented - *Carried*

3) Adoption of Minutes

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

4) Business from Previous Minutes – No Old Business

5) Executive Director Report

- Thank the District councillors for support with annual AGM
- Monthly campaign – Escape everyday rush – 2200 entries. Had 320 requests for more information on the town and surrounding area.
- Star FM Road Trip adventure – Stop in each company, 3 hour radio interview.
- Trade Show – Vancouver. Participated with Fraser Valley group
- Going to be attending Google workshop – google my business training session.
- Visitor Centre – Businesses are renewing their advertisements.
 - Brochures are stocked in kiosk inside / outside
 - New cards & rates

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- Working with Free Rein –Chawathil - employment customer services – 6 participants signed up. Approved 5 students from high school. 3 have to be students ages 15 -29. 30 hours / week. Focus on youth looking for overall work experience.
- RCMP returned missing rifle from museum that was found behind residence.

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

- The District has received a disbursement from the community Forest. 1st disbursement is \$100,000.00
- 2 permits – MQHS – parking stalls; Kawkawa Lake Camp Gymnasium
- Garbage disposal – Valley. Going through a transition period.

7) Committee and Board Reports

- a. Finance Committee – No report
- b. Policy & Procedure Review Committee – will meet at the end of the month
- c. Board Recruitment & Orientation Committee -Discussed potential advisors (resource panel) option. Looking to change the process from application to resume based. Need to find out how to move forward.

Motion: THAT Lynne Marvell & Nicole Glentworth be recommended for approval by the District of Hope council as Directors for AdvantageHope. – Carried.

- d. MUNICIPAL & REGIONAL DISTRICT TAX Representative – Ministry of Finance adjustment.
 - Will be receiving funds by fall
 - Monthly (remit PST) 3 month buffer
 - 2% Manning Park by REGIONAL DISTRICT OF SIMILIKEEN
 - Discussed cabins and Air BNB
- e. Communication Strategy Committee – need to meet with Mayor & council to close the gap in communications. Discussed highway sign. We will seek ways to better connect with the Chamber & work together. Waiting on a date for meeting with direction for communication.

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- f. Operations Representative & Executive Director Liaison – Topics AGM & Board Recruitment. Will meet Friday at 11am.
- g. Board Report – Met with retired board members to get an idea on how to improve board membership. Some suggestions:
 - Tighten / shorter meetings. Stick to agenda
 - Table items
 - Follow basic protocols / motions
 - Application process cumbersome. Review
 - Tell applicants what is entailed (expectations) so they make the commitment
 - Be clear about political exposure
 - Be Newbie Friendly ☺
 - More interaction
 - Offer AdvantageHope open house
 - Quarterly news letter
 - Manage social media with a unified message

8) Other Business

- a. Require Board positions, Chair, Vice Chair, Treasurer, Secretary. Also need member for committees. Scott Medlock expressed interest in Finance committee.
 - i) **Motion: THAT the Scott Medlock be appointed to Finance Committee and Gina Bennett Vice Chair by the Board – Carried.**
- b. Gina will look into the Signing authority policy
- c. Table until next meeting other board positions
- d. AGM was successful. Selling HBC (Hudson's Bay Company) Trail book & waterproof map \$40. They can be bought at Visitor Centre, Hope Outdoors & Bakers Books.
- e. Discussion on Sign ownership. 2 entrance signs into Hope. Scott M. will follow up with partnership to see if we can identify the ownership of signage.
- f. Grant Application Approved. Destination BC – cooperative marketing. Jumpstart project once contract is signed, Mar 31, 2020 money must be spent. Community forest grant fund looking at

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the communities at large. Application sent to Tillicum (Lions Club). Will discuss with Yale First Nations on partnerships.

- g. June 11 – Duncan- Provincial Nomination Program – Foreign Investment rural – fast track immigration Policy discussion.

9) Discussion Period

10) Adjourn Meeting at 7:54 pm

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

12) Close Meeting