

BOARD OF DIRECTORS MEETING MINUTES



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

Addendums:

- January 2019 Financials
- January 22, 2019 Board Meeting Minutes
- Operations Manager's Report, January 2019
- Asset Development & Rural Dividend Update to the Board January 2019

Attendance:

- Board: Cathy Harry, Shannon Jones, Gina Bennett, Dale Monrad, Rod Peters, Mark Glentworth
- Staff: Sarah Brown (Operations Manager)
- District: Councillors Dusty Smith, Scott Medlock

1. Call to order at 7:10 pm

2. Approval of Agenda:

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

3. Adoption of Minutes:

Motion: THAT the January 22, 2019, Hope Business and Development Society minutes be adopted as presented - *Carried*

4. Business from Previous Minutes: none.

5. District of Hope Report: Councillors Scott Medlock and Dusty Smith reported. Some highlights:

- The Revitalization Tax Exemption Program (as detailed in District of Hope Bylaw No. 1353) was designed to encourage infrastructure improvements to commercial properties, by providing an extended tax break. This program has expired but Mayor Robb would like this reinstated and requests feedback from AdvantageHOPE.

Action: Scott will email the document to all Board members, along with feedback already provided by the Chamber of Commerce. AH board is requested to review the document and provide feedback well before Council meets to discuss this again on March 25.

- Discussion is underway about using the old Via Rail station shelter (currently at Hope Towing) as a shelter for waiting eBus passengers. The shelter needs some new glass and other repairs.

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6. Operations Manager's Report: see addendum for more information. Some highlights:
 - a) We have applied for a number of grants and are waiting to hear back. Also applied for 5 summer job opportunities.
 - b) Communicating with Black Press re handouts for the Outdoor Show. The handouts will be ready for this weekend.
 - c) Bus traffic at the Visitor Centre has been increasing, even during this off season.
 - d) A pipe burst in the museum on Feb. 8. Thanks to help from volunteers, most of the artifacts were rescued. The water problems (in museum and Visitor Centre) have now been fixed.

7. Committee and Board Reports

- a) Finance Committee – we discussed at length how best to complete our funded projects with the budget remaining for this fiscal year. Some highlights:
 - i. We need to clarify how we will resource the remaining work. Positions under consideration include: a Tourism Development officer, an Economic Development Officer, and Contractors.
 - ii. Scott reiterated the need to articulate very clear contracts with duties and deliverables well-defined (especially important for contract work).
 - iii. Note that the minimum wage is increasing soon & this will affect how we financially resource our student/youth workers this summer.
 - iv. AH positions must be compensated appropriately and realistically, given our current and forecast budget. The resignation of our previous Executive Director means that some funds which had been budgeted for salary are available to balance the budget and complete our projects.
Action: We will ask our bookkeeper (Marcia) to provide more detail about payroll expenses so we can more accurately distribute the remaining funds. The finance committee will meet again after Marcia has done this & finalize the budget.

Motion: That the January 2019 financials be accepted by the Board -Carried.

Note that the suggested budget was *not* accepted at this time: this will be further reviewed by the finance committee before being resubmitted to the Board.

- b) Policy & Procedure Review – Scott & Gina will each go over the Policy & Procedure manual in the coming weeks & connect before the next AH meeting.
- c) Operations Review – hasn't met
- d) DMO/RMI Committee – hasn't met

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- e) Communications strategy – hasn't met.

8. Other Business

- a) New members: We welcomed 2 new Board members: Rod Peters (works for the School District & sits on the Council for Seabird Island) & Mark Glentworth (dietary coach/ counsellor for Pharmasave).
- b) Setting a date for our 2019 AGM:
Motion: THAT we accept the date of April 26 2019 as the date for the 2019 Annual General Meeting of the Hope Business and Development Society - Carried.
The Conference room at the Hope Recreation Centre has been booked for the event.
- c) Gold Rush trail update: This group will meet on March 5.
- d) Scenic 7 update: This group will meet on March 5. They are planning a map for people travelling Hwy. 7 between Hope & Vancouver with info about how to get to ferry terminals, etc.
- e) Hiring committee and job posting: A hiring committee is needed to fill the new Tourism Marketing position. A job description has already been drafted but can't be finalized until budgetary details have been worked out. Dale, Anna, Mark, and Dusty volunteered for this committee. (Cathy may also assist.)
- f) Review and update Board Committees:
 - i. A new Bylaw committee will review the feedback on the Revitalization Tax Exemption program. Mark & Gina have volunteered, Scott will assist.
 - ii. The DMO committee can be dissolved, now that MRDT (the original goal of the committee) is in place.
 - iii. AH subcommittees have been very quiet and need to re-engage. The new members are advised to review our subcommittees & see if they might be interested in joining some.
 - iv. Note that members (especially new members) need a "cheat sheet" for all the acronyms.

9. Discussion

10. Adjourn Meeting at 9:50 pm.

11. Proceed to In Camera Session

12. Close Meeting ~ 10:15 pm.

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