



PERSONNEL COMMITTEE

MINUTES

Held: Monday, June 25th, 2024, at 8:30am

Location: Council Chambers

Present: John McKenty, Krista Stead-Mackler, Dawn Bell, and Kelsey Dold

1. Call to Order

The meeting was called to order by the Chair at 8:30am

2. Disclosure of Pecuniary Interest and Genral Nature Thereof

There being none, the chair moved onto the next order of business

3. Approval of Last Meeting Minutes

Moved by the Chair

4. Disclosure of Additional Items

There being none, the Chair moved onto the next order of business

5. Unfinished Business

a. Stewart Park Festival BIA Coordinators Hours/Banked Hours

→ BIA Coordinator to work:

- Friday, July 19th, 10am-8pm
- Saturday, July 20th, 10am-8pm
- Sunday, July 21st, 10am-7pm

→ The Chair to inform the Stewart Park Festival of these hours

b. Kick-Off to Summer Financials

→ In need of financial information from the Stewart Park Festival Committee

- Once received, will have a fundraiser report
- Dawn Bell to set a deadline to receive this information from committee members

6. New Business

a. Environment Meeting Update

- Will be with current florist vendor for the next 3 years
- Environment Committee will approach the Board regarding the purchase of new planters, to replace the barrels
 - Town of Perth received a grant to cover the cost of the majority of planters
- Idea is to limit the amount of hanging baskets and barrels to make sure they are flourished and full

b. Position Applications

- Applications being received through Indeed and organically
- Have asked BIA members to share the position postings
- Have boosted the BIA Coordinator position posting on Indeed
- Interviews to take place on July 10th and 11th
 - 9am-11am
 - BIA Coordinator to book meeting space
- Idea to have the Marketing and Content Creator applicants practice for an hour at the Stewart Park Festival
 - See what content can be created within that hour and the insights

c. Transition Files

- BIA Coordinator to prioritize compiling files and folders
- BIA Coordinator to include a login information sheet with usernames and passwords for different accounts

d. Office Space

- Chair to inquire through the Town where the upcoming BIA Coordinator office will be considering Town Hall reconfiguration
 - Discuss storage space

e. July Newsletter

- Prepared and approved earlier in the month
- To be sent on Friday, June 28th

f. July Editorial Calendar

→ Presented

→ Any ideas to add are welcomed

7. Next Meeting: August 2024

8. Adjournment: by Dawn Bell at 10:00am