



PERSONNEL COMMITTEE

MINUTES

Held: Monday, May 27th, 2024, at 8:00am

Location: The Kent Room

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 8:06am

2. Disclosure of Pecuniary Interest and General Nature Thereof

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

3. Approval of Last Meeting Minutes

Moved by John McKenty

4. Disclosure of Additional Items

a.

5. Unfinished Business

a. Associate Memberships

→ Current Associate Members:

- Prodecal
- Jewel's
- MyFM

→ BIA Coordinator to approach the Hot Wok

→ Potential Associate Members have been approached 3 times

b. Website Updates

- BIA Coordinator to receive a timeline/date in which BIA Website Consultant will deliver on past inquiries
 - Updating business listings to the website
 - Creating onsite maps for Kick-Off to Summer
 - Changes to the CEM Grant website page
 - Kick-Off to Summer flyer for businesses to print

6. New Business

a. SPF Stages

- Reducing the Festival from 3 stages to 2 in effort to reduce Festival costs

b. June Editorial Calendar

- Add to what was presented:
 - Father's Day food
 - Canada Day business hours
 - Canada Day activities
 - Behind the scenes
 - Reel of BIA Coordinator explaining Kick-Off to Summer

c. Coordinator Report

- Letter of resignation presented
 - Will be brought to the upcoming Board meeting for approval of resignation

7. Discussion of Additional Items

a. SPF Meeting

- A meeting with the SPF Chair to discuss the expectations of the BIA Coordinator during the June 8th Kick-Off to Summer Event
 - Coordinator has inquired and is awaiting response
- Coordinator hours for June 8th: 9am-4pm, 5pm-9pm
- Coordinator to retrieve cash floats and label each box for Festival Administrators connivence

b. SPF PayPal Account

- BIA Coordinator deposited 2023 donations
- Unable to change the PayPal login credentials to receive statements
 - Transaction slips can be found within the platform itself
- SPF Sponsorship and Donations Coordinator to track these online donations

c. SPF Jury

- A second jury with a BIA Board member present to go through the most recent applicants
- BIA Chair to inquire with the SPF Vendor Marketplace Coordinator
- BIA Coordinator to receive a list of confirmed vendors and the cost of their booths
 - Cc BIA Vice-Chair and Treasurer

d. SPF Budget

- If there is an over expenditure, it needs to be presented to the Personnel Committee before moving forward
- Eliminating one of the stages to save on Festival costs
- Committee is aware that there needs to be a reserve payment
- BIA Chair to ask the SPF Sponsorship and Donations Coordinator for a full report regarding the SPF and June 8th Motown Dance Party at upcoming Board meeting

e. BIA Conference

- Was a valuable experience that provided insights into various aspects of:
 - Downtown revitalization
 - Effective governance
 - Public space utilization
 - Funding proposals
 - Community engagement
 - The use of AI in digital marketing
- A good opportunity to grow professional networks
 - Connected with numerous experts and peers
- While the conference was beneficial, it's recommended that it's for those with a solid background in their role
 - The sessions were intensive and assumed a certain level of prior knowledge and experience, which could be overwhelming for someone with only a few months in the position
- Full report on sessions attended available upon request

f. June Newsletter

- Kick-Off to Summer
 - Add volunteer callout
 - Add window display contest

- Motown Dance Party
- Stewart Park Festival
- Father's Day
- Kidfish
- Pride Parade/Month
- Welcome new businesses
 - Joydum, relocation of Where Dragons Fly, 52 North St.
- Canada Day
- Coordinator resignation

g. Office

- Issues with the BIA cellphone
 - Phase this phone out
 - Use office phone only (613-267-3311 x2240)

8. Next Meeting: Tuesday, June 25th, at 8:30am in the Council Chambers

9. Adjournment: by the Chair at 9:10am