



Manotick Business Improvement Area

Board of Management Meeting

Thursday February 8<sup>th</sup>, 2024. 8:00a.m.

Royal Canadian Legion, Branch 314, 5550 Ann Street, Manotick

Please note a roll call for Board Members was held later in the meeting, the results of the roll call are outlined below.

For future meetings, the roll call will occur at the beginning of the meeting.

**Board Members in attendance:**

Kris Gordon, Chair	Ken Gordon Holdings
Michelle Vandenbosch, Vice-Chair	Rebel Petal Designs
Laura Gaspar	692 Coffee and Bar
Shannon Giust	Salvaged
Amanda Cameron	North Station Provisions
Dot Janz	Black Dog Bistro
Michael Mirsky	Landlord
Dianne Pritchard	Just Imagine Inc.
George Michaliszn	Nin Collection
Kyra Gillis	Mansfield's Shoes
David Brown	Councillor, City of Ottawa

**Board Members Participating by ZOOM**

Sarah Wright	The Wright Team RLP
--------------	---------------------

**Board Members Regrets**

Adam McCosham	Home Hardware
Leila Hojabi	Desjardin Financial

### **Board Members Absent without response**

Darpan Ahluwalia Manotick Natural Market

**Executive Director** Kelly Belair

### **Guests**

Karen Shepherd, Integrity Commissioner, City of Ottawa

Lauren Burger, City of Ottawa

Rosanne McNamee Hearing Freedom

Leeanne VanderBurgt YOMA

Paula Agostini Allure Hair Design

Sheila Stewart Manotick Office Pro

Nicole Rosenfeldt Royal LePage Team Realty

Stephanie Bousquet Manotick Nursery School

### **Welcome and Call to Order**

Chairperson, Kris Gordon called the meeting to order at 8:02a.m. on a motion by Dot Janz, seconded by Michelle Vandembosch.

Carried

### **Approval of Agenda**

Motion to Approve the Agenda for Thursday February 8, 2024 with the addition of an item of new business from LeeanneVanderBurgt

Moved by Shannon Giust, Seconded by Mike Mirsky

Carried

### **Approval of Minutes of December 8<sup>th</sup>, 2023 Board Meeting**

Motion to approve the minutes of the December 8<sup>th</sup>, 2023 Board of Management Meeting

Moved by Mike Mirsky, Seconded by Amanda Cameron

Carried

### **Acceptance of minutes of AGM held on January 11<sup>th</sup>, 2024**

The Board agreed to accept the minutes of the AGM held on January 11<sup>th</sup>, 2024 with one amendment to acknowledge that Dot Janz sent regrets for the meeting. These minutes will be approved at the 2024 AGM to be held at a later this year. Date to be announced.

## **Guest Speaker**

The Chair then introduced Karen Shepherd, Integrity Commissioner for the City of Ottawa.

Karen explained her role and responsibility as it relates to the operation of any Board of the City of Ottawa, of which the BIA is one.

Karen is available to provide advice and counsel to Boards in the areas of:

Code of Conduct

Conflict of Interest

Karen is also responsible for enforcement of the above and for responding, and investigating complaints.

Karen's full Power Point Presentation will be made available on the BIA website.

At the end of the presentation, Laura Glaspar thanked Karen for her excellent presentation and thanked Kris and Kelly for their efforts in supporting the investigations through the last year.

## **Chair's Report**

### *Conflict of Interest Declarations*

There were no Conflict of Interest Declarations

### *Meeting Date Schedule*

Due to conflicts with booking space at the Legion, the Board of Management meetings were scheduled for the second Thursday of each month. This in fact, is not a good day for some Board members.

The conflict with the Legion space has been changed and the Legion will be available for the Board of Management Meetings every second Friday effective April 2024.

Therefore the March meeting will be held on Thursday March 7<sup>th</sup>, given that the second Thursday will fall during the March Break.

The April meeting will be held on Friday April 12, and thereafter on every second Friday.

## **Motion to approve the new meeting schedule**

Moved by Shannon Giust, Seconded by Dianne Pritchard

Carried

### *Position of Treasurer of the Board*

As many of you are aware Leila has resigned her position as Treasurer, due to demands of her job. She will stay on until a replacement is appointed. Leila will continue on as a Board member. Kris paid tribute to Leila's efforts through the past year and expressed the Board's appreciation to her. ( in absentia)

The Board had a fulsome discussion concerning appointing a treasurer.

As a result of this discussion, Adam McCosham was unanimously acclaimed as treasurer subject to his acceptance of the position.

Kris will follow up with Adam to ensure his acceptance.

## *OCOBIA*

Kelly has been approached by OCOBIA with a request for her to join the OCOBIA Board of Directors. The Executive Committee discussed this and feels that this is a wonderful opportunity for Kelly in her growth as Executive Director and will indeed benefit our Board of Management, in that news and issues from OCOBIA will reach our Board in a timely manner.

A question was asked concerning remuneration for the position. There is none. This would be considered part of Kelly's position with the Manotick BIA with no additional income.

Kris extended congratulations to Kelly on this opportunity.

## **Executive Director's Report**

### *Strategic Plan*

Kelly has met with two Strategic Consulting companies so far and expects to see another one next week. Once she has received all their proposals, they will be presented to the Board to review and decide which company will given the contract.

It is expected that the Strategic Plan Review will commence later this spring.

### *BIA Staffing*

Kelly updated the Board on a staffing issue. The Social Media contract ended in January. The Executive Committee felt that this would be a good time to combine the Social Media work and the work of the Administrative Assistant.

The position has been advertised and Kelly hopes that interviews will take place in the very near future.

### *OCOBIA Conference*

The Annual Conference will be held in Mississauga at the end of April this year. Kelly has registered for this conference. All conference fees and expenses are accounted for in the budget.

### *Spring Fling*

Spring Fling will be held on Saturday April 20<sup>th</sup>. Kelly will be sending out an email seeking support on the committee work. The date this year coincides with the Manotick Art Association, Inspiration Event

## **Councillor Brown Report**

Councillor Brown updated the Board on the positioning of new City of Ottawa speed camera to be installed on Bridge Street close to Manotick Public School.

Councillor Brown also provided a brief overview on the Rural Summit to be held in late November. More details on this event will be forthcoming as the work of the planning committee unfolds.

## **New Business**

LeeAnne VanDerBurgt reported on a YOMA initiative which will be repeated later this month as YOMA provides opportunities for youth to connect with business as part of their volunteer requirements for school.

Please contact LeeAnne for further information.

**Motion to Adjourn**

Motion to adjourn at 9:07 a.m.

Moved by Michelle Vandebosch, Seconded by Amanda Cameron

Carried.