

<b>Date:</b>	March 7, 2016	Time: 5:00 PM	
<b>Location:</b>	945 Princess Street, Lobby Boardroom		
<b>Attended:</b>	Shai Dubey, Chair Peter Kraus Judith Pineault Bill Durnford	Sandra Gibson Bo Wandschneider Councillor Turner Mayor Paterson	Councillor Hutchinson Councillor Allen David Carnegie
<b>Staff:</b>	Donna Gillespie	Emily McCracken	Violette Hiebert
<b>Regrets:</b>	Councillor Hutchison		

1. Call to Order: 5:05 PM
2. Approval of Agenda
  - Motion to “approve the agenda with amendments requested;” moved by Niall O’Driscoll, seconded by Mayor Paterson. Carried.
3. Disclosure of Conflict of Interest
  - None.
4. Approval of the Minutes
  - Motion to “approve the February 8, 2016 Board of Directors minutes as presented;” moved by Judith Pineault, seconded by Councillor Allen. Carried.
  - Motion to “approve the Finance Committee minutes from January 27, 2016 as presented;” moved by Councillor Turner, seconded by Mayor Paterson. Carried.
    - Sandra Gibson stated that this was the first Finance Committee meeting of 2016, it was an orientation for new members. She noted that during February’s meeting the Committee met with the Corporate auditors, Secker, Ross & Perry.
  - Motion to “approve the HR Nominations Committee minutes from November 5, 2015 as presented;” moved by Niall O’Driscoll, seconded by Judith Pineault. Carried.
    - Shai Dubey stated that the HR Nominations Committee had met in November to discuss the shortlisting of KEDCO Board applications, this list was then provided to the City Nominations Committee.
5. Business Arising from the Minutes
  - None.

## 6. CEO Update

- Donna Gillespie noted that all staff members are moving forward with their portfolios. She stated that the MOU with Tourism Kingston and the Kingston Accommodation Partners was finalized and signed at the Tourism Kingston Mix and Mingle on Thursday, March 3, 2016.
- Violette Hiebert, Director Tourism Marketing and Development, was present to talk about two significant opportunities.
- Violette Hiebert stated that there was an opportunity around the Kingston Penitentiary, a series of meetings have been held with tourism partners to discuss the project. Next steps will be confirmed at the end of March.
- Violette Hiebert referenced a memo provided to the Board regarding the Tourism Destination Website RFP. She noted that two applicants have been shortlisted: Alphabet Creative and 1idea. Alphabet Creative is the recommended vendor with a cost of \$71,500 to be shared equally with the Kingston Accommodation Partners.
- Donna Gillespie stated that the Corporation has been very careful throughout the RFP process and contracted a third party consultant to assist in the writing of the RFP and interviews.
- Motion to “approve the selection of Alphabet Creative for the Tourism Kingston and Kingston Accommodation Partners Destination Website redesign;” moved by Bill Durnford, seconded by Dave Carnegie. Carried.
  - Donna Gillespie noted that the Corporation had extended an offer for a new Business Development Officer. The candidate Andrew Bachaus has accepted and will be starting the following week.

## 7. In Camera

- Motion to “move in camera;” moved by Councillor Turner, seconded by Mayor Paterson. Carried. 5:40 PM.

## 8. HR Nominations Committee Update – Shai Dubey

- Shai Dubey stated that the HR Nominations Committee held a discussion at their previous meeting regarding the release of the full audited financial statements online. He suggested that the Corporation have some answers prepared prior to the release.
- Donna Gillespie noted that she would contact Tyler Rider from Secker, Ross & Perry regarding the release of the management letters with the financial statements.
- It was accepted that the full audited financials would be posted to the website, following legal counsel.
- Shai Dubey stated that the HR Nominations Committee held a discussion at their previous meeting regarding the formation of an Ad Hoc Risk

Management Committee, this will allow the Corporation to become more proactive and ahead of any risk processes.

- Motion to “form a Risk Management Committee;” moved by Councillor Turner, seconded by Bo Wandschneider. Carried.

**9. Review Committee Update – Judith Pineault**

- Judith Pineault provided a report on recent updates with the Review Committee to Board members.

**10. Date of next meeting – April 11, 2016**

**11. Adjournment**

- Motion to “adjourn the Board of Directors meeting;” moved by Niall O’Driscoll, seconded by Councillor Turner. Carried.

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Shai Dubey, Chair

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Bo Wandschneider, Vice Chair;  
Judtih Pineault, Vice Chair

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Date