

Date:	May 9, 2016	Time: 5:00 PM	
Location:	945 Princess Street, Lobby Boardroom		
Attended:	Shai Dubey, Chair Councillor Allen Judith Pineault	Mayor Paterson David Carnegie Bill Durnford	Councillor Hutchinson Niall O'Driscoll Peter Kraus
Staff:	Donna Gillespie	Emily McCracken	
Regrets:	Sandra Gibson	Councillor Turner	Bo Wandschneider

1. Call to Order: 5:11 PM
2. Approval of Agenda
 - It was requested that items nine and ten be switched on the agenda
 - Motion to “approve the agenda with the amendment requested;” moved by Councillor Allen, seconded by Niall O’Driscoll. Carried.
3. Disclosure of Conflict of Interest
 - None to disclose.
4. Approval of the minutes
 - a) Board of Directors - April 11, 2016
 - Donna Gillespie noted an update required to the spelling of Sunset Farms on page seven.
 - Motion to “approve the minutes of the Board of Directors April 11, 2016 meeting; “moved by Niall O’Driscoll, seconded by Judith Pineault. Carried.
 - b) Finance Committee – March 23, 2016
 - Peter Kraus stated that the Committee completed a review of the draft audited financial statements during the March meeting.
 - Motion to “approve the minutes of the Finance Committee March 23, 2016 meeting; “ moved by Dave Carnegie, seconded by Mayor Paterson. Carried.
5. Business Arising from the Minutes

- Donna Gillespie noted that two letters from the Friends of Kingston have been sent to the attention of the Board on April 8, a third letter was received on April 20.
- Donna Gillespie confirmed that the Board would select the 2016 auditors during the December Board meeting. The Board agreed.
- Donna Gillespie noted that the Annual General Meeting was set for Monday, June 13. The Board was in agreement to hold the meeting a later date.

6. Board Involvement in the Community

- Shai Dubey noted that as the review process is wrapping up it is important for Board members to have an ongoing presence in the community.
- Mayor Paterson stated the importance of community stakeholders being present at the Review Committee's presentation to Council in June.

7. CEO Report

- Donna Gillespie noted that the first quarter has been very positive and was concluded with a half day strategic retreat with staff members.
- It was noted that new staff members added to the KEDCO team: Tommy Vallier, Operations and Communications Assistant; Laura Kaminer, Marketing and Communications Officer; and, Kelly Brintnell, Meetings and Conventions Lead Specialist.
- Donna Gillespie noted that staff members were preparing for the 2015 Annual Report and Open House/Annual General Meeting. Staff have been implementing follow up calls with all 2015 clients to receive permission to publish names and validate numbers.
- Net promoter scores have been implemented at the bottom of each outgoing KEDCO email.
- Councilor Allen provided an update on the rural economy agricultural tour which was held in late May. Delegates on the tour included Mayor Paterson and MPP Scott along with numerous advisory Committee's and Board members. He noted that another tour was in the planning stage for the fall months.
- Donna Gillespie provided an update on Frulact and tariff relief needs for the company. She also provided an update on an agri business opportunity in Cataraqui Estates.
- Niall O'Driscoll provided an update on the Innovate Kingston retreat in Montebello, Quebec. He noted that members discussed values, visions and strategies during the retreat.

- Bill Durnford provided an update on the VIA Rail Luncheon was successful and well received. The CEO of VIA gave an inspiring presentation on upcoming projects.
- Donna Gillespie stated that Tourism Kingston would be hosting a large announcement on Friday, May 13 regarding an opportunity with Corrections Canada and the City of Kingston.

8. Review Committee Update

- Judith Pineault provided an update on the progress of the Review Committee. She noted that the first draft report was completed and the Committee was in the process of a heavy review and edit phase.
- Mayor Paterson requested clarification on how the report will be released to Council and the community.
- Judith Pineault stated that the Committee had yet to discuss the details on the presentation.

9. Date of Next Meeting

- Addressed in item five, business arising from the minutes.

10. Marketing and Communications: Issues and Strategies

- Motion to “move IN-CAMERA;” moved by Niall O’Driscoll, seconded by Mayor Paterson.
- Motion to “come out of the IN-CAMERA session;” moved by Councillor Hutchison, seconded by Councillor Allen. Carried. 7:36 PM

11. Adjournment – 7:41PM

- Motion to “adjourn the meeting;” moved by Councillor Allen, seconded by Bill Durnford. Carried