



BOARD OF DIRECTORS MEETING

Date:	Monday, July 10 2017	Time: 5:00pm	
Location:	Innovation Park- Front Board Room		
Attended:	Judith Pineault, Chair Peter Dalton David Carnegie Trevor Wilson (via Phone)	Councillor Hutchison Councillor Turner Bill Durnford	Bo Wandschneider (via Phone) Lyndsay Wise Councillor George
Staff:	Donna Gillespie (via Skype)	Kirk Smallridge	Andrew Bacchus
Regrets:	Mayor Paterson Gillian Watters	Gerard Hunt (ex officio)	Shai Dubey (ex officio)

1. Call to Order
 - The Board of Directors meeting was called to order at 5:02pm by Chair Judith Pineault.
2. Approval of Agenda
 - **Motion to** “approve the agenda as presented;” moved by Bill Durnford, seconded by Councillor Laura Turner. Carried.
3. Disclosure of Conflict of Interest
 - None
4. Approval of the Minutes
 - **Motion to** “approve the minutes of the Board of Directors June 12, 2017 meeting;” moved by Peter Dalton. Seconded by Lyndsay Wise. Carried.
5. Business Arising from the Minutes
 - Risk Committee Matrix feedback
 - i. Trevor Wilson updated the Board of Directors with the current status of the Risk Matrix that has been the primary focus for the Risk (Ad Hoc) Meetings. A copy of the Matrix was circulated for the Board to review and submit feedback to Trevor. Feedback is to be reviewed and readdressed at the following Risk Meeting on August 8, 2017.
6. Finance Committee Update: Dave Carnegie

Dave Carnegie updated the Board of Directors regarding investment strategies discussed during the past Finance Committee meeting. Dave explained that the Committee was investigated different investments to gain greater return on investment. It was also mentioned that the Finance Committee will continue to monitor Kingston EcDev employee credit cards, vendors and general ledger.



BOARD OF DIRECTORS MEETING

A conversation was held over the review of Kingston EcDev's alcohol policy. It was mentioned that the Committee should exam other economic development agencies to compare with the current policies Kingston EcDev has in place.

7. Tourism Transition Update: Bill Durnford

Bill Durnford briefed the Board on the recent updates regarding Tourism Kingston. Bill shared the news that Executive Director, Rob Kawamoto, will commence his role on July 17, Bill expressed that the Tourism Board of Directors was excited to have Rob Kawamoto join the team.

Bill Durnford gave an updated to the Board of Directors on the Sports Tourism Officer job search and the new Administrative Coordinator. It was mentioned that the top candidate for the Sports Tourism Officer had declined the role, and the job search would be on hold until the new Executive Director was in office. Tommy Vallier has accepted the role as Administrative Coordinator, and is ready to assist Rob Kawamoto with his transition to Tourism Kingston.

8. CEO Report: Donna Gillespie

Donna Gillespie reported that current travel to China was successful. Gillespie and Business Development Officer Carey Bidtnes attended Feihe's 55 year anniversary celebrations including tours of goat farms in Heilongjiang Province. They have had the opportunity to meet with Jacques Laforge, CEO of the Canadian Dairy Commission as well as be introduced to numerous Feihe colleagues/suppliers. Feihe have been extremely generous hosts and have very proudly showcased the Kingston investment as a milestone in their company's history.

Currently in Beijing, Gillespie noted that meetings were set up the Canadian Embassy and Trade Commissioners to discuss new FDI opportunities, how to better connect Kingston companies interested in exporting/working in China, and tourism/travel opportunities for Kingston. After Beijing, the EcDev delegation is travelling to Xi'an and Shanghai for further meetings.

Gillespie also highlighted:

- Joao Miranda, Owner and President of Frulact is in Kingston this week with a Portuguese economic journalist. A special luncheon with the Mayor and representatives from SLC and Queen's has been arranged.
- Representatives from Tongji University and Jiaxing, China are also in Kingston this week for 3rd Annual Sino-Canada Workshop on Environmental Sustainability and Development. Kingston EcDev is working with Queen's University to host the delegation.

The Board of Directors inquired on the status of the Friends of Kingston MFIPPA request. Gillespie noted that mediation was now complete and noted that the mediator's final report was to be couriered to the office while she was away. Next steps would be the Friends of Kingston either accept the mediator's decision on fulfilling the request or, take the issue through an appeals process.



BOARD OF DIRECTORS MEETING

9. Discussion: August Retreat

- During a discussion, it was suggested that the August Board retreat should be used to look at the service level agreements and to examine how the EDO will align the strategic plan with that of City Council.
- It was noted that the retreat will be an ideal time to brainstorm what key performance indicators may look like for the organization and city, and how Kingston EcDev may continue to best serve the community. It was noted that in the past, KPI's such as job creation were considered as a valuable metric, but going forward the consideration of quality vs. quantity should be looked at due the change in community needs.

10. Other Business

- A conversation over the role Kingston EcDev plays in start-ups occurred. The Board of Directors suggested that Kingston EcDev is very dependent on other organizations, so a strategy to determine how all assisting organizations can work more cohesively, but also to ensure work is being completed twice.
 - i. It was mentioned that a point of contact should be chosen to triage all assistance inquiries to reduce the amount of overall wait time for employee responses.

11. Upcoming Meetings

- Board of Directors Retreat August 19, 2017
- Board of Directors Meeting September 11, 2017

12. Adjournment

- **Motion to** “adjourn the Board of Directors meeting;” moved by Peter Dalton. Seconded by Councillor Kevin George. Carried. 6:03 pm

Judith Pineault, Chair

Peter Dalton, Vice Chair

Date