



BOARD OF DIRECTORS MEETING MINUTES

Date: **Monday, June 11, 2018 Time: 5:00pm**

Location: 945 Princess Street, Innovation Park, Front Board Room

Invited: Judith Pineault, Chair Mayor Paterson Councillor Hutchinson
Councillor Turner Councillor Oosterhof Lyndsay Wise
David Carnegie Bill Durnford Gillian Watters
Trevor Wilson John Sheridan Don Aldridge
Gerard Hunt, CAO (ex officio) Rob Kawamoto (ex officio)

Staff: Donna Gillespie Kirk Smallridge

1. Call to Order

- The Board of Directors meeting was called to order at 5:03pm by Chair, Judith Pineault.

2. Approval of Agenda

- **Motion to** “approve the agenda;” Moved by John Sheridan. Seconded by Gillian Watters. Carried.

3. Disclosure of Conflict of Interest

- None

4. Approval of the Minutes

- The following amendment to the April 09, 2018 meeting minutes under Selection of Auditors was requested: “The final option being explored by the Finance & Audit Committee was to fall under the City of Kingston’s auditing process” to be “The final option being explored by the Finance & Audit Committee was to assume the City of Kingston Auditors as an independent”.
- **Motion to** “approve the minutes of the Board of Directors April 09, 2018 meeting with the requested amendment;” Moved by Gillian Watters. Seconded by Dave Carnegie. Carried.
- **Motion to** “approve the minutes of the Finance Committee March 29, 2018 meeting;” Moved by Dave Carnegie. Seconded by Councillor Hutchison. Carried.
- **Motion to** “approve the minutes of the Finance Committee April 26, 2018 meeting;” Moved by Dave Carnegie. Seconded by Gillian Watters. Carried.

5. Business Arising from the Minutes

- Donna Gillespie provided a high level overview and noted the acceptance of the Audited Financial statements at the Annual General Meeting and the confirmation of KPMG LLP as the Corporation’s auditing firm for the duration of 2018-2020 with the option of a two year extension.
- An update was provided for the Strategic Planning Committee. It was noted the Committee would begin meeting in July to discuss timelines how the Committee would operate.



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- The Board of Directors discussed corporate investment options for the Guaranteed Investment Certificate coming to maturity on July 7, 2018. Donna informed the Board that Kingston EcDev was the recipient of the Kawartha Credit Union “Double Your Interest” contest and will receive \$921.31 from the credit union.
- Donna noted that Kingston EcDev would be formally submitting the Q1 activity outline to City Council on key performance indicators determined in the Service Level Agreement and would be circulated to the Board.

6. Briefing: Feihe Supply Chain Opportunities – Carey Bidtnes, Business Development Officer

- Carey Bidtnes provided a brief summary for the history of the Feihe project and presented on supply chain opportunities related to Feihe Canada Royal Milk. Presentation attached with Board of Directors Package further review. The Board of Directors inquired if the Feihe facility had the capacity to meet the demand of the Chinese market as well as a demand in Canada should there be one. Carey explained the facility was being designed to accommodate large scale growth. Kingston EcDev is working closely with the CAO’s Office, Utilities and Planning to monitor future capacity availability.
- The Board of Directors held a conversation regarding job creation and spin off job potential with Feihe Canada. Carey noted the number of jobs forecasted were based on Industry Canada standard multiplier.
- Carey discussed opportunities within the goat dairy supply chain and mentioned that a new local dairy cooperative that possessed nearly 20 farmers was created to support the Feihe goat’s milk demand. It was noted that goat dairy farmers were experiencing difficulties such as brokers no longer taking on new farmers. Carey mentioned Kingston EcDev encouraging Feihe to sign contracts with brokers before production starts to provide an understanding of the potential demand.
- Carey discussed the husbandry and kidding issues related to breeding goats vs. cows and mentioned that raising goats was much more labour intensive because they give birth more frequently and are born in larger litters. It was noted that farmers do not currently possess the technology to goats in the same manner as cows and horses.
- Carey discussed political issues that Eastern Ontario is experiencing with the goat milk supply chain such as and mentioned that Kingston EcDev was working diligently to communication between farmers, politicians and brokers.
- Donna mentioned that shortly after the investment announcement the community was skeptical, but overall the feedback has been positive and people are very interested in the process because the job creation and the international investment.

7. CEO Report

(Written report circulated with Board package)

- Donna provided an update for the month of May and June and referenced a conference in New York City about what communities can learn from the Amazon HQ2 request for proposals. The conference focused on economic development agencies working together with tourism agencies to market their cities. Donna mentioned that a video of the conference was going to be made available.
- Donna reminded the Board of Directors of the Business Hall of Fame event taking place on June 12 and invited any Directors to attend that did not communicate their RSVP.



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- Donna informed the Board of the Conference Board of Canada being contracted to conduct a webinar benchmarking Kingston's economy to other small cities on June 13. Donna mentioned the webinar would be available to view if any Directors were interested in the information being presented but were unable to attend.
- The Board of Directors held a discussion regarding the Summer Company launch event and the history of the program. Donna mentioned that 15 young entrepreneurs would be starting their businesses this year through the program and invited Board of Directors to attend the event.
- Judith Pineault, Peter Dalton and Donna Gillespie held a meeting to discuss the formation of the Manufacturing Advisory Committee where Peter volunteered to Chair the committee. A half-day session was being discussed in September to determine how Kingston EcDev can have a stronger role supporting the manufacturing sector. Donna also mentioned a survey conducted by MDB Insights that gathered information on local manufactures and their needs.

8. Other Business

Board Retreat Discussion

- Judith Pineault mentioned the Board Retreat is historically held in August but suggested the meeting be held in September. It was suggested if the Board would be interested in extending the meeting in September in place of creating a new meeting time.
- Judith mentioned that a thank you letter should be sent to Sophie Kiwala for her work with Kingston EcDev files as well as a congratulation letter to MPP Ian Arthur and MPP Randy Hillier. It was suggested that a meeting be organized with MPP Ian Arthur to orientate him with the Corporation and inquire if he would be interested in supporting any Kingston EcDev files.

9. In Camera (if required)

- None

10. Date of next meeting

- Board of Directors Meeting – July 09, 2018
- Finance Committee Meeting – June 28, 2018, 1:00pm
- Risk Committee Meeting – June 28, 2018, 3:00pm
- HR Committee Meeting – TBD



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11. Adjournment

- **Motion to** “adjourn the Board of Directors meeting;” Moved by John Sheridan. Seconded by Don Aldridge. Carried. 6:23pm.

Judith Pineault, Chair

Director

Date