



## BOARD OF DIRECTORS MEETING MINUTES

---

Date:	<b>Monday, May 13, 2019</b>	<b>Time: 4:00pm</b>	
Location:	945 Princess Street, Innovation Park, Front Boardroom		
Invited:	Dave Carnegie, Chair Judith Pineault Bill Durnford Megan Knott (ex officio)	Councillor Oosterhof Don Aldridge Lyndsay Wise Gary Dyke (ex officio)	Councillor Chapelle Gillian Watters John Sheridan
Staff:	Donna Gillespie	Kirk Smallridge	
Regrets:	Mayor Paterson	Councillor Boehme	Yafan Huang

---

### 1. Call to Order

- The Board of Directors meeting was called to order by Chair, Dave Carnegie at 4:04pm.

### 2. Approval of Agenda

- **Motion to** “Approve the agenda;” Moved by Don Aldridge. Seconded by Lyndsay Wise. Carried.

### 3. Disclosure of Conflict of Interest

- None

### 4. Approval of the Minutes

- **Motion to** “Approve the minutes of the April 15, 2019 Board of Directors meeting;” Moved by John Sheridan. Seconded by Bill Durnford. Carried.
- **Motion to** “Approve the minutes of the April 18, 2019 Finance Committee meeting;” Moved by Judith Pineault. Seconded by Gillian Watters. Carried.

### 5. Business Arising from the Minutes

- Donna Gillespie noted that due to time sensitive topics that need to be discussed on the agenda, the Q1 report will be deferred to the June Board meeting.

### 6. Updates from Partner Organizations

#### City of Kingston

- City Councillors noted the recent Municipal Climate Emergency declaration. It was suggested that the Board could use a future discussion session to further review impacts and opportunities for economic development activities.

#### Tourism Kingston

- Megan Knott provided an update on current projects being pursued by Tourism Kingston and Kingston Accommodation Partners. Megan informed the Board of a Toronto Transit Commission advertising campaign currently running in Toronto.



## BOARD OF DIRECTORS MEETING MINUTES

### 7. Presentation of 2018 Draft Audited Financial Statements & Motion to Approve

- Gillian Watters provided an overview of the 2018 Draft Audited Financial Statements. Gillian referenced that no Management Letter or recommendations for process improvements were provided by the auditors.
- The Board of Directors inquired about an investment with PARTEQ. It was discussed that \$10,000 of an investment was written off as an impairment in 2017 with Switchable Solutions.
- **Motion to** “Accept the Draft Financial Statements as presented;” Moved by John Sheridan. Seconded by Gillian Watters. Carried.

### 8. Presentation & Discussion of City of Kingston Council Strategic Priorities & Staff Implementation Report

- Gary Dyke provided an update regarding the City of Kingston Priorities & Staff Implementation Report that was circulated via email. Gary informed the Board that his task was review the current Service Level Agreement (SLA) between the City of Kingston and Kingston EcDev and identify which portfolios Kingston EcDev would be best to lead and best to support. The Board of Directors held a discussion about the existing SLA between the City of Kingston and Kingston EcDev.
- Gary mentioned that City Staff reviewed organizational strengths and identified that Kingston EcDev should be the lead on foreign direct investment and business attraction and the City would be the lead for the Business Retention & Expansion (BR&E) and Workforce.
- Gary explained that City Staff would be reviewing the funding allocation & resources required for both Organizations.
- The Board expressed concern regarding the timing of the Staff Implementation Report and lack of discussion prior to the decision to move BR&E and Workforce under City portfolios.
- Donna and Gary to meet to further discuss the SLA & Implementation Plan.

### 9. Corporate Updates

- The Board of Directors received the May 2019 CEO Report.
- Donna informed the Board of Directors that City Council approved CAO Hurdle’s consent report for Kingston EcDev to enter contractual obligations post the SLA with City of Kingston for Provincial funding, new office lease and the Starter Company Plus funding.
- **Motion to** “Accept the monthly CEO Report;” Moved by Judith Pineault. Seconded by Gillian Watters. Carried.

### 10. In Camera (if Required)

- None

### 11. Date of Next Meeting

- Monday, June 10, 2019 – Board of Directors Meeting, 5:00-7:00pm
- Thursday, June 27, 2019 – Finance & Audit Committee Meeting, 12:00-1:00pm
- Strategic Planning Committee – Doodle Poll – to be circulated for late June or early July



## BOARD OF DIRECTORS MEETING MINUTES

### 12. Adjournment

- **Motion to** “Adjourn the Board of Directors meeting;” Moved by Councillor Chapelle. Seconded by Lyndsay Wise. Carried. 5:02pm.

\_\_\_\_\_  
Dave Carnegie, Chair

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date