



## Board of Directors Meeting Minutes – APPROVED September 14, 2016

August 17, 2016 - Downtown Prince George - Boardroom – 1406 2<sup>nd</sup> Avenue

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Attendees: Darren Low, Derek Dougherty, Eoin Foley, Kirk Gable, Rod Holmes, Ross Birchall, Simon Yu, Philip Myatovic, Valerie Eberherr, Janelle Smith, Cindi Pohl, Deanna Wasnik, Melissa Barcellos, Colleen Van Mook, ED, Alisha Rubadeau, COORD.

Chairing: Eoin Foley, President

Regrets: David Hillhouse, Linda Allen, Erica Hummel

Absent: Kelly Green

Notation: Janelle Smith, Secretary

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- 1. Call to Order:** 12:01 – E. Foley calls the meeting to order without a quorum.  
12:10 – Meeting continues with quorum.

### 2. Adoption of Agenda

*Motion:* D. Low      *Second:* D. Dougherty

*“That the meeting agenda be accepted as presented”.*

*CORRECTION TO WINTER CARNIVAL DATE (should be February 12<sup>th</sup>, 2017)*

✓ *Carried:* All in favour.

### 3. Adoption of Minutes

*Motion:* R. Birchall      *Second:* D. Dougherty

*“That the Minutes of April 6, 2016 Board Meeting be approved.”*

✓ *Carried*

*Motion:* R. Birchall      *Second:* D. Dougherty

*“That the Minutes of June 28, 2016 Special Board Meeting be approved.”*

✓ *Carried*

### 4. Ratification of Motions

*Motion:* K. Gable      *Second:* D. Dougherty      *Abstain:* R. Holmes & R. Birchall

*“That the motions conducted and carried by email, for the façade grant improvement program numbered 1 through 17, be ratified.”*

✓ *Carried*

*Motion:* K. Gable      *Second:* D. Dougherty

*“That the motion conducted and carried by email on June 10, 2016, regarding the 2016 Hanging Flower Basket program, be ratified.”*

✓ *Carried*

*Motion:* R. Holmes      *Second:* R. Birchall      *Abstain:* E. Foley

*“That the motion conducted and carried by email on June 15, 2016, regarding Emily Carr University of Art + Design Neighbourhood Time Exchange, be ratified.”*

✓ *Carried*

*Motion:* J. Smith      *Second:* R. Birchall

*“That the motion conducted and carried by email on June 20, 2016, regarding the resignation of Chis van Oord, be ratified.”*

✓ *Carried*

*Motion:* K. Gable      *Second:* D. Dougherty

*“That the motion conducted and carried by email on June 21, 2016, regarding the 2015 audited financial statements, be ratified.”*

✓ *Carried*

*Motion:* P. Myatovic      *Second:* D. Dougherty

*“That the motion conducted and carried by email on August 3, 2016, regarding the two Downtown Prince George Welcome/Entrance signs, be ratified.”*

*Discussion:* Question raised with regards to the font used on the sign. Design already approved including font. No possibility of changing at this point.

✓ *Carried*

## **6. Financial Statements**

*Motion:* J. Smith      *Second:* R. Holmes

*“That the financial statements be accepted as presented”.*

✓ *Carried*

## **7. Ex-officio Reports**

Tourism Prince George – C. Van Mook on behalf of E. Hummel

- City Bylaw passed on August 15, 2016 for 3% MRDT Application.
- Still requires provincial Cabinet approval over next 9 months.
- Implementation of plan ready to take effect July 2017 to focus on Sport Tourism, Meetings & Conventions and Product Development.

City of Prince George – M. Barcellos

- City conducted 60 min interview of local business owners, feedback is being summarized from an outsourced research team to be presented at Chamber of Commerce Luncheon on October 17, 2016.
- Working on business attraction and retention, report should be done by November 2016.
- E. Foley will attend Sept 8 Advisory Committee Economic Development in C. Van Mook's absence.
- Downtown continues to be identified as a Strategic Priority for City Council.

City of Prince George – D. Wasnik

- New Marriot Hotel making progress with framing almost complete.
- Old Enterprise building will be demolished next year.
- Foodie Friday pilot project going well and feedback is welcome.

Chamber of Commerce – C. Pohl

- Wine Festival is confirmed for October 28 to November 5, 2016.
- Society paperwork has been submitted.

## **8, 9,10, 11. Consent Agenda**

*Motion:* D. Dougherty

*Second:* D. Low

*“That items 8, 9, 10 & 11 of the Consent Agenda be received.”*

✓ *Carried*

R. Birchall left meeting at 1:02pm

## **12. New Business**

2017 Façade Improvement Guidelines

- Will be discussing further at a Beautification committee level, attend if you have input.

2017 Winter Carnival – Sunday February 12, 2017

- C. Van Mook provided information about the plans for a Downtown Winter Event
- More details will be discussed at the Events & Promotions Committee meetings.

City of Prince George – Talktober

- The City of Prince George will be hosting neighbourhood engagement events throughout the month of October.
- Downtown Prince George has been invited to attend as a way to garner feedback from citizen’s about downtown.
- Staff will attend as many as possible and once the dates have been confirmed Colleen will share with Board members to determine their potential involvement.

## **13. Next Board Meetings**

Next board meeting: **Wednesday September 14, 2016 @ 12noon**

- Committees should be considering 2017 budget requirements.
- Requests should be ready for November 9<sup>th</sup> meeting to be approved at the Dec 7<sup>th</sup> meeting.

## **14. In-Camera**

- Discussion with regards to performance evaluation for staff member.
- Suggested that in future a yearly review be implemented as opposed to a 6-month review.

## **15. Adjourn**

*Motion:* J. Smith

*Second:* R. Holmes

*“That the meeting be adjourned”.*

✓ *Carried*

Meeting was adjourned at 1:30pm