



## **Board of Directors Meeting Minutes - AMENDED**

March 8, 2017 – Downtown Prince George Office – Boardroom – 1406 2<sup>nd</sup> Avenue

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Attendees: Derek Dougherty, Eoin Foley, Rod Holmes, Philip Myatovic, Janelle Smith, David Hillhouse, Cindi Pohl, Melissa Barcellos, Kirk Gable, Valerie Eberherr, Erica Hummel, Deanna Wasnik, Alisha Rubadeau, Colleen Van Mook

Chairing: Eoin Foley, President

Regrets: Darren Low, Ross Birchall, Simon Yu, Kelly Green

Notation: Janelle Smith

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### **1. Call to Order at 12:01PM**

### **2. Adoption of Agenda**

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

Motion: P. Myatovic

Second: R. Holmes

Carried YES

### **3. Adoption of Minutes**

*“That the Minutes of the January 11, 2017 meeting be approved as amended.”*

Motion: R. Holmes

Second: J. Smith

Carried: YES

Discussion: That C. Van Mook’s name be entered on the Attendees list for the January 11, 2017 Meeting Minutes.

### **4. Ratification of Motions**

*“That the motion conducted and carried by email on February 15, 2017 for staff attendance at the BIABC + IDA Northwest Regional Conference, be ratified.”*

Motion: R. Holmes

Second: K. Gable

Carried: YES

### **5. Financial Statements /Invoices for Approval**

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

Motion: D. Dougherty

Second: J. Smith

Carried: YES

## 6. Ex-Officio Reports

Prince George City – M. Barcellos

- City attended the Retail Conference in Whistler making connections with retailer prospects.

City of Prince George – D. Wasnik

- May 30-June 2, 2017 Planning Institute of BC Annual Conference at the PG Conference & Civic Centre.
- Meeting tonight at 5:30pm for the New Transit Facility Proposal.
- New property owners downtown.

Prince George Chamber of Commerce - C. Pohl

- AGM is April 4, 2017.
- Working on Governance and Bylaw.
- Have applied for accreditation with distinction.

Tourism Prince George – E. Hummel

- Attended DMO Manager meeting in Victoria discussed short term rental issue with Airbnb.
- Formula funding guaranteed for BC, \$50million and 2% increase.
- Going Forward money from Tourism PG fund must be spent on marketing activities.
- June 1-2, 2017 TPG is hosting an Ambassador Fair.

## 12:43 R. Holmes Left

## 7, 8 & 9. Consent Agenda

*“That the Consent Agenda be received.”*

*Motion: J. Smith*

*Second: D. Hillhouse*

*Carried Yes*

## 10. New Business:

### 1. Business Development Task Force – Terms of Reference

#### **MOTION:**

*“That the Board approve the proposed Terms of Reference for the Business Development Task Force.”*

*Motion: V. Eberherr*

*Second: D. Hillhouse*

*Carried: Yes*

### 2. 2017 Hanging Flower Baskets

#### **MOTION:**

*“That the Board approve the contract award for the supply and installation of the 2017 Hanging Flower Baskets to Uncle John’s Greenhouse.”*

*Motion: K. Gable*

*Second: P. Myatovic*

*Carried: Yes*

### 3. Shaw Cable Contract - Extension

**MOTION:**

*“That the Board approve a contract extension with Shaw Cable to February 28, 2020.”*

Motion: D. Dougherty

Second: J. Smith

Carried: Yes

### 4. Request for Proposal for Auditors

**MOTION:**

*“That the Board support a Request for Proposal process for Auditor Services for a 3-year contract with annual renewals.”*

Motion: K. Gable

Second: D. Hillhouse

Carried: Yes

### 5. 2018 Bylaw Renewal Process

**MOTION:**

*“That the Board approve the formation of a Bylaw Renewal Committee that will include Eoin, Derek, Deanna, Kirk and the Executive Director.”*

Motion: J. Smith

Second: D. Hillhouse

Carried: Yes

### 6. Insurance Renewal for 2017 - 2018

**MOTION:**

*“That the Executive Director be authorized to execute the insurance premium payments for the 2017-2018 insurance coverage.”*

Motion: D. Hillhouse

Second: K. Gable

Carried: Yes

### 11. 2017 Working Calendar and Next Meetings

- Next Board Meeting Wednesday April 12, 2017
- Beautification – Tuesday March 21 @12 noon
- Events & Promotions – Wednesday March 23 @ 11am
- Governance Thursday - April 6 @ 11am
- Business Development – Monday March 13 @ 12 noon
- AGM Wednesday May 10

### 12. In Camera

**MOTION:**

*“That the Board go into an in-camera session to discuss human resources topics.”*

Motion: D. Hillhouse

Second: P. Myatovic

Carried: Yes

**Motion:**

*“That the President & the Treasurer provide the information to the Executive Director with regards to the performance evaluation and employee compensation for 2016 & 2017”.*

*Motion: K. Gable*

*Second: V. Eberherr*

*Carried: Yes*

**13. Adjourn**

*“That the meeting be adjourned”.*

*Motion: D. Hillhouse*

*Second: P Myatovic*

*Carried: Yes*

Meeting was adjourned at 1:45PM