

# BOARD OF DIRECTORS MEETING MINUTES



Thursday, January 21<sup>st</sup>, 2021 7:00 p.m.

## **Attendance:**

- Board: Tina Pizar, Rod Peters, Gina Bennett, Scott Medlock, Dusty Smith, Mark Glentworth, Margaret Stubson, Lynn Marvell.
- Staff: Shannon Jones (Executive Director), Chantal Ouellette (Economic Development Officer).
- District of Hope Council: (Mayor) Peter Robb; (Councillors) Bob Erickson, Heather Stewin, Victor Smith, Craig Traun, (also Scott Medlock, Dusty Smith); (Chief Administrative Officer) John Fortoloczky.
- Regrets: Monica Florence

## **Addendums:**

- November 5th, 2020 Draft Board Meeting Minutes
- Draft Five-Year Economic Development Strategy
- November Financials
- Executive Director Report
- Visitor Centre Report

1. Call to order at 7:02 pm. This meeting was conducted virtually over Zoom.

2. Approval of Agenda

- a. **Motion: THAT the January 21st, 2021, Hope Business and Development Society agenda be adopted as presented. Carried.**

3. Adoption of Minutes

- a. **Motion: THAT the November 5th, 2020, Hope Business and Development Society minutes be adopted as presented. Carried.**

4. Delegations

- a. Quarterly Report/2020 review to Council:
- i. Staff provided an overview of 2020 to Council. In the presentation items such as COVID 19 response was addressed.
  - ii. AdvantageHOPE was used as an example on multiple platforms by DBC on how to provide safe visitor services as well as how to showcase local updates on the status of our businesses, activities, and availability.

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- iii. AdvantageHOPE has been nominated and short listed for the 2021 Canadian Business Awards and Shannon received the Chilliwack-Hope Community Hero Award.
  - b. Shannon has sat at multiple tables and initiatives at a provincial level to represent Hope, Cascades & Canyons as well as the Fraser Valley. This has resulted in additional grant funding and support for the response and recovery of COVID 19.
5. Business from Previous Minutes
  - Board confidentiality forms: So far, 4 signed forms have been submitted. Board members are reminded that Board confidentiality forms were recently revised and a signed copy is required from each Board member every year – if you haven't done so already, please scan & email your signed copy to Shannon.
  - Five-Year Economic Development Strategy: Council confirms that they have adopted the Five year Economic Development Strategy. Board members are requested to look it over & advise about any errors that should be corrected before the document is posted publicly.
  - AGM 2019/2020: The Annual General Meetings for 2019 and 2020 will be combined this year and the meeting will be conducted virtually using Zoom (due to the expectation of extended COVID restrictions). The combined AGM is planned for the evening of Thursday April 8<sup>th</sup>.
6. Executive Director Report: Refer to Executive Director's Report Addendum for more information. Some highlights:
  - a. The 2020 Christmas Lights Campaign was very well received with enthusiastic participation on our social media channels.
  - b. AH staff are now working in the office but on a limited basis in order to maintain a high level of adherence to COVID safety protocols.
  - c. Shannon has now completed the Management Skills Certificate Program from Langara College & will be awarded her graduation certification in February.
7. Visitor Centre Report: Refer to Visitor Centre Report Addendum for more information. Some highlights:
  - a. The Centre is still maintaining limited open hours

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- b. Visitor numbers are still reduced (especially due to COVID restrictions) but we are starting to see an increase in visitors.

## 8. District of Hope Report: Scott Medlock reporting

- a. Council met on January 11
- b. Council has now approved the new 5-year Economic Development Strategy (see point 5, above).
- c. Flood mapping is currently underway for the Coquihalla River
- d. Council recently attended a meeting with the Community Action Committee. BC Housing is looking at options for homeless accommodations in this area.

## 9. Committee and Board Reports

- a. Finance Committee (Scott, Sarah, Shannon)
  - Motion: THAT Chris Kelly be selected to perform the 2020 financial review for AdvantageHOPE. - Carried**
- b. Policy & Procedure Review Committee (Gina, Scott, Rod): new wording was drafted and incorporated for the Board's confidentiality forms. The wording has been integrated into our Policy & Procedures manual.
- c. Board Recruitment & Orientation Committee (Monica, Mark) – nothing to report.
- d. MRDT Representative (Margaret):
  - i. A total of \$142,890.99 was collected during 2020 from MRDT funds
  - ii. Due to COVID restrictions on the size of gatherings, 2 committee information sessions will be held (on Jan. 25<sup>th</sup> & Jan. 27).
- e. Communications Strategy Committee (Monica, Gina, Shannon): nothing to report.
- f. Operations Representative & Executive Director Liaison (Mark): All is running smoothly right now.
- g. Hope Mountain Centre for Outdoor Learning Representative (Lynne): work on the new Dragonsback Trail (W of Silver Creek) has now been completed & the trail is open for hiking.
- h. Board Reports: nothing further to report.

## 10. Other Business:

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- a. Work on the pipeline will start up again soon after an extended Christmas break and a change in management.
- b. Mayor Peter Robb thanked the Board for their work over the past year.

**11.** Discussion Period: no further discussion.

**12.** Adjourn Meeting: the meeting was adjourned at 7:58 pm.

**13.** Proceed to In Camera Session (Board and invited guests only).

**14.** Close Meeting: at 8:30 pm.