

Creative Industries Board Meeting

LOGISTICS

Date: April 21st, 2022
Time: 6:30pm-7:30pm
Location: Zoom link in calendar invite

Attendees:

- | | | |
|--|--|---|
| <input type="checkbox"/> Alix Voz | <input type="checkbox"/> Brannyn Hale | <input type="checkbox"/> Bryan Kimber - regrets |
| <input type="checkbox"/> James Miles | <input type="checkbox"/> Jennifer Allison | <input type="checkbox"/> Dave Mendicino - regrets |
| <input type="checkbox"/> Anita Brisson | <input type="checkbox"/> Patrick Gilbert - regrets | <input type="checkbox"/> Chelsea Reid |
| <input type="checkbox"/> Jaymie Lathem | <input type="checkbox"/> Emily Couchie | <input type="checkbox"/> Ivy Ireland |

Chair: Alix Voz

Guests: N/A

Minute-taker: Logan Buckton

CONTENT

Purpose: To support, connect and promote the creative sector in North Bay, Nipissing to foster a progressive, prosperous community.

Outcomes:

- To approve 2022 Budget
- To review the performance metrics for the ED
- To receive project updates

Processes:

Chaired discussion, consensus seeking, agreements, “parking lot”

AGENDA

MINUTES

Item / Lead	Outcome / Objective	Start (Duration) (Mins)	Agreements	Actions (Resources Needed)	Accountability Who / When									
1.0 Call to Order, Review Agenda (Alix)	<ul style="list-style-type: none"> ● Understand agenda, any changes 	6:30 (1)	Call to order Alix 6:32 pm Motion to Approve Agenda		Anita First James Second Motion Passed									
2.0 Conflict of Interest (Alix)	<ul style="list-style-type: none"> ● Manage any conflict of interest 	6:31 (1)	None											
3.0 Approval of the minutes (Alix, 2 nd)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Action</th> <th>Status</th> <th>Lead</th> </tr> </thead> <tbody> <tr> <td>ED agreement</td> <td style="background-color: #90EE90;">complete</td> <td>Executive</td> </tr> <tr> <td>BoD Working Groups</td> <td style="background-color: #90EE90;">complete</td> <td>Executive/ED</td> </tr> </tbody> </table>	Action	Status	Lead	ED agreement	complete	Executive	BoD Working Groups	complete	Executive/ED	6:32 (1)	Motion to Approve Minutes		James First Jennifer Seconds Motion Passed
Action	Status	Lead												
ED agreement	complete	Executive												
BoD Working Groups	complete	Executive/ED												

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	Scorecard	Need review	Executive				
4.0 Approval of Consent Agenda (Anita)	<ul style="list-style-type: none"> Members to ask any questions from material and if none vote to approve the Consent agenda 			6:33 (2)	Consent agenda reviewed		
5.0 ED Report (Jaymie)	<ul style="list-style-type: none"> Discuss circulated report <ul style="list-style-type: none"> Bylaws Spending agreement Other needed policies (working group) Arts Hub Questions for local elections (call out) Project Status <ul style="list-style-type: none"> OAC.1 OAC.2 OTF.1 OTF.2 CCA.1 Microgrant First Spark NOHFC Other/New Professional Development 			6:35 (20)	-NOHFC Intern update -Jaymie attending Arts Hub meetings bi-weekly as working group -Social Media engagement up -Working with MP Bookkeeping -Working towards application for Charitable Status	-Need to develop HR policies, conflict of interest etc. - BoD Working Groups to be established: Policy Development + Political Questions	-Interest in BoD Working Groups to be identified by end of Month by emailing Jaymie
6.0 ED Agreement & Scorecard (Alix, Anita, James)	<ul style="list-style-type: none"> Discuss Agreement highlights & building performance indicators Strategy planning Fall 2022 			6:55 (10)	-Increase in ED wage to \$55k with annual 1.2% increase based on inflation; \$2k 'Health Benefits' to be added to wage; Up to 5% annual bonus (must hit targets) ALL based on maintaining 25% reserves & adequate funding	-Anita, James, Jaymie to finalize Scorecard for review	-Scorecard to be ready for review for next BoD Meeting

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7.0	2022 Budget Review (Jaymie/Anita)	<ul style="list-style-type: none"> Review 2022 Budget and Q1 Financials 	7:05 (10)	Motion to approve 2022 Operating Budget and First Quarter Financials		James First Brannyn Second Motion Passed
8.0	Communications & Committees (Jaymie)	<ul style="list-style-type: none"> Updates and new items 	7:15 (5)	Motion to approve Jaymie's attendance of the Creative City Summit in Waterloo Oct 2022 as stated in budget		Brannyn First James Seconds Motion passed
9.0	AGM and other Board Meetings (Alix/James)	Dates to review April 28 June 23 Sept 22 Oct 20 Dec 8	7:20 (1)	Dates reviewed		
10.0	New Business (All)	Terms of Reference for Board members	7:21 (5)	-Terms of reference for Board	- Terms of Reference for BoD & BoD Positions to be developed	-Moved to June BoD Meeting
11.0	Next Meeting (Alix/James)	AGM and June 23	7:26 (3)	Next meeting: June 23 2022 AGM Apr 27, 2022		
8.0	Adjournment		7:29	Adjourned at 7:23 pm		Approved by James