

Creative Industries Board Meeting

LOGISTICS

Date: December 8, 2022

Time: 6:30pm-7:30pm

Location: Via Zoom

Attendees:

- James Miles Bryan Kimber Chelsea Reid
 Anita Brisson Jaymie Lathem Patrick Gilbert Johanna Sanchez

Regrets:

- Marianne Raymond

Chair: James Miles

Guests: N/A

Minute-taker: Chelsea Reid

CONTENT

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

Outcomes:

- To Motion various items for year end
- Create understanding for new Board Membership

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 at 6:32, Review Agenda (James)	<ul style="list-style-type: none"> ● Agenda, any changes ● Approval of Agenda 	6:30 (1)			Moved- Chelsea Second- James Motion Carried.
2.0 Conflict of Interest (James)	<ul style="list-style-type: none"> ● Conflict of interest 	6:31 (1)			None
3.0 Approval of the minutes (James, 2 nd)		6:32 (1)	November 17 meeting did not have quorum - informal discussion, no minutes were recorded. 3 BoD Members resigned and City Council change of hands Chelsea accepted interim as Secretary		Moved- James Second- Chelsea Motion Carried

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			Further discussion for new BoD Members & role definition (calling for new members in Jan.), City Council request submitted		
4.0 2022 Q3 Financials (Anita)	<ul style="list-style-type: none"> Q3 Financials as circulated 	6:33 (2)	20k City Fund microgrant deferred to 2023 for 2023 distribution.		Moved- Chelsea Second- James Motion Carried.
5.0 2023 Budget (Anita/Jaymie)	<ul style="list-style-type: none"> 2023 Projected budget as circulated 2022 Budget – Planned / Actuals Grant Writing for 2023 	6:35 (10)	Note: For 2022 Budget, Planned numbers for Q2 were adjusted retroactively to correct CRA remittance record error in updating “Planned” instead of “Actuals”. Deferring 2023 Projected Budget approval to next meeting – received confirmation for core funding: ASO Core Funding 20k annually for 3 years.	Jaymie will finalize on Shared Drive, Anita will review and circulate by email for approval within 7 days – deadline set for one week, with one week for review/approval	Moved- Chelsea Second- James Motion Carried.
6.0 Board Nominations (James/Jaymie)	<ul style="list-style-type: none"> Call for new Board Members - Roles, Skills, Qualifications as circulated BoD members for interviews Fundraising Position (via OTC) Data Analyst Position (via CCA) 	6:55 (15)	Motion to approve. Six applicants sitting – motion to approve Johanna and Marianne as slate as of 12/08/2022. Will conduct interviews to properly assess/fill gaps within Board. Logan left position early, OTF remainder has been approved for reallocation to Data Analyst Role to explore fundraising - Sue Egles has been hired for this position and will be doing preliminary research to identify sponsorable CI assets.	Will ratify at AGM. Jaymie with a Board Member will conduct interview. Data Analyst candidates will be circulated via email and interviews dates will begin from 12/16/2022 onward. BoD interviews will be initiated in New Year.	Moved- James Second- Chelsea Motion Carried.

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7.0 Strat Planning (Anita)	<ul style="list-style-type: none"> ● Present final version ● Pillars ● KPIs 	7:10 (5)	December we will finalize 2023 budget but KPIs will be completed and posted by January for public viewing. ie. Mission Statement, Values / Pillars – changed Pillar “Invest” to “Growth”.	Can publicize Strat plan in January 2023.	Moved- Second- Motion Carried
8.0 Policy (Anita/Jaymie)	Discuss Terms of Reference; ByLaw amendments;	7:15 (5)	TORs renewed annually – Committees will be formed to fulfil roles. ByLaw amendments. Jaymie will amend “(1) seat for council requested to City Council”. Language for “6.06 Term of Office” – need to rephrase to ensure no complete turnover happens (ie. 2yr term for executive board) adding interim positions clause and allowing for proxyvoting.	BoD will review TORs. Bylaw amendments will be passed at AGM. Jaymie will add amendments described herein and and circulate for review by next Board Meeting. Will ratify at AGM.	
9.0 C.I. Updates (Jaymie)	Annual Report; City Presentation to Council w Bryan K; Website updates + cleanup;	7:20 (8)	Colleen will work on slideshow of our Strat Plan slideshow to publish on website to help enhance public understanding of CI as an ASO. Website redesign will happen with Patrick Gilbert and they will present priority items to Web Developer. Johanna and Anita searching for allocation to Admin Position for someone to handle day-to-day operational tasks to build capacity for Jaymie.	Jaymie & Bryan will work on this, Jaymie will circulate Presentation to be reviewed/provide feedback prior to January meeting.	
10.0 Next Meeting (Anita)	January 19, 2023 6:30pm-8pm Location in-person @ Chamber of Commerce	7:28 (1)			
8.0 Adjournment		7:29	Motion to adjourned meeting at 7:51pm		Motion- Chelsea Second- James

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