

|  |  |  |  |
| --- | --- | --- | --- |
| KDCA Meeting Minutes | | | |
| **Date: Oct 28, 2021** | **Location: Zoom Call** | **Start:** | **End:** |
| **Next Meeting Scheduled** | **Nov 25, 2021** | **7:08** | **7:47** |
| **Type Of Meeting** | Monthly Board Meeting | | |
| **Facilitator** | Wendy Embleton | | |
| **Note Take/ Timekeeper** | Jacki Doucette | | |
| **Board Attendees** | Wendy Embleton, President  Debbie Wilson, Vice-President  Jacki Doucette, Secretary  Eric Sonego  Mandy Riley  Warren Weiss  Shannon Lever  Christopher Wilson | | |
| **Guest Attendees** | Tammy Hurlbert | | |
| **Approval of Previous Meeting Minutes** | Motion moved- Shannon Lever  Seconded – Warren Weiss  All in Favour – All | | |
| **Approval to End meeting at** | Motion moved – Chris Wilson  Seconded – Warren Weiss  All in Favour – All | | |
| Old Business to Complete | | | |
| **Topic** | **Task** | **Owner** | **Completed** |
| Meet Me On Main Overview | Looking for someone to lead the potential activity. Melissa, Herb, Shannon, Tammy, Chris Wilson are all interested in participating/assisting this event  UPDATE: May 06, 2021 – will return to topic after Canada Day 2021. Dependent upon Covid rules/restrictions  UPDATE: June 03, 2021 – meeting in a few weeks due to new Covid rules/restrictions  **UPDATE: Oct 07, 2021-** Speak with other community groups before discussion  **UPDATE Oct 28, 2021** – approved for 2019 and 2020. We were allocated $11400. We can use some of those funds for the Santa Claus Parade, if needed. SCP participants are being encouraged to find their own sponsors. We will be asking for the funds next year |  |  |
| Fulfill commitments from KDCA Open House in 2018 | Subcommittee required. All community groups were invited and provided requests from KDCA. We need to refocus on our promises. Focus after Canada Day.  UPDATE: May 06, 2021 – will return to topic after Canada Day 2021  **UPDATE: Oct 07, 2021 – hoping to have another Open House soon** | Wendy Embleton |  |
| Create policy for community groups requesting funds | Subcommittee required. Need to have policy in place so all groups are treated equally. Focus after Canada Day.  UPDATE: May 06, 2021 – will return to topic after Canada Day 2021  **UPDATE: Oct 07, 2021 – Eric Not on the Call** | Wendy Embleton |  |
| Canada Day Prizes | Prizes all distributed?  **UPDATE: Oct 07, 2021**  GooseChase – No! | Jacki Doucette |  |
| New Business | | | |
| **Agenda** | **Discussion** | **Tasks/ Conclusion** | **Owner** |
| Christmas Parade | Tuesday Night meeting included members from the:  Rotary Club  Knights of Columbus  Chamber of Commerce  Herb Cloutier  Tammy Hurlbert  BIA  Lions Club  3 Questions to ask:  Can we? - yes  Should we? – yes we should!  Date and Time – Nov 20, 2021 @4pm  Frank will video the entire event and stream it Live  Email will be sent to KDCA members and other people on the call to discuss sub committees that can be joined.  Volunteer positions needed. Start thinking about people/organizations that may want to be involved.  Themes for the event that were discussed included – Coming Together, I’ll be Home for Christmas,  Motion to accept KDCA as the lead org for the Parade– Shannon Lever  Second – Warren Weiss  All in favour – All  **UPDATE: OCT 28 –**  Chris and Shannon – marketing sub committee   * Ad has been completed * Chris suggested creating a FB event page or an individual page to encourage friends of people attending to attend as well. Event can be shared from the KDCA page   Jacki – taking minutes for meetings |  | Wendy Embleton |
| Communications and Social Media Policy subcommittee | We need to have a social media and communications policy added to our constitution.  UPDATE: May 20, 2021 – Eric has spoken with Wendy and Warren. He would like to have Samantha as well. He needs a copy of the current constitution. (Wendy forwarded to to Eric during the meeting). He will review the constitution and start creating a draft policy/by-law. Chris Wilson will send Eric his contact info to be part of the sub-committee as well. Debbie indicated we can have a semi-annual GM to vote on the new policy rather than waiting until next year.  UPDATE: June 3, 2021 – Eric is absent, no action started  UPDATE: June 10, 2021 – tabled until after Canada Day  **UPDATE: Oct 07, 2021 – Eric not on call**  **UPDATE: OCT 28 –** Eric is not on call but sent email to board members that showed interest in joining. He is setting up a meeting for the first week of December, after the Santa Claus Parade. |  | Eric Sonego |
| Board Job Descriptions | Need terms of reference.  Job descriptions for Executive members and board members.  Need a clear picture when trying to recruit volunteers for sub committees.  **UPDATE: Oct 07, 2021 – Wendy is working on it**  **UPDATE: OCT 28 –** Shannon will work with Wendy. Want to have it ready to go by late December, early January. Jacki offered to edit |  | Wendy Embleton |
| KDCA AGM | In person meeting preferable. Grenville Mutual, Municipal Centre, Southgate Church, Library, Armory as possible location  No dates discussed. Date TBD |  | Wendy Embleton |
| Financials | Melissa Button to send over financial files. Files need to be sent to Eric |  |  |