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| KDCA Meeting Minutes | | | |
| **Date: Oct 7, 2021** | **Location: Zoom Call** | **Start:**  **7:07** | **End:**  **7:35** |
| **Next Meeting Scheduled** | **October 28, 2021** |  |  |
| **Type Of Meeting** | Monthly Board Meeting | | |
| **Facilitator** | Wendy Embleton | | |
| **Note Take/ Timekeeper** | Jacki Doucette | | |
| **Board Attendees** | Wendy Embleton, President  Jacki Doucette, Secretary  Debbie Wilson  Eric Sonego  Mandy Riley  Warren Weiss  Shannon Lever  Christopher Wilson | | |
| **Guest Attendees** | Tammy Hurlbert | | |
| **Approval of Previous Meeting Minutes** | Motion moved- Shannon  Seconded – Chris  All in Favour – All | | |
| **Approval to End meeting at** | Motion moved – Debbie Wilson  Seconded – Chris Wilson  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 |  |  |
| 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 |  |
| Board Changes | Chris Walker is no longer a member  Cindy Little is no longer a member  Samantha is stepping down from her position as Vice President of the KDCA.  KDCA is looking for 2 interim positions until AGM next year  **UPDATE: Oct 07, 2021**  Melissa Button stepped down as Treasurer  Need to fill Vice–President position and Treasurer needed until next AGM  Interim Vice-President position – Debbie Wilson  **Motion to vote Debbie as Interim VP – Jacki Doucette**  **Seconded – Wendy Embleton**  **All in Favour - All** | Wendy Embleton |  |
| 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** | Wendy Embleton |  |
| New Business | | | |
| **Agenda** | **Discussion** | **Tasks/ Conclusion** | **Owner** |
| Municipal Budget Ask | No longer required to make an annual ask for previous events sponsored by the municipality unless the $ amount changes |  | Wendy Embleton |
| 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 |  | Wendy Embleton |
| Carnival 2022 | Wendy toured different venues with Herb, Mark Guy, Patricia Romard and Jordie Jackson (runs the fair)  Hoping to commit to the 3rd weekend in August at Riverside Park |  | 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** |  | Eric Sonego |