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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, PresidentJacki Doucette, SecretaryDebbie WilsonEric SonegoMandy RileyWarren WeissShannon LeverChristopher Wilson |
| **Guest Attendees** | Tammy Hurlbert |
| **Approval of Previous Meeting Minutes** | Motion moved- ShannonSeconded – ChrisAll in Favour – All |
| **Approval to End meeting at**  | Motion moved – Debbie WilsonSeconded – Chris WilsonAll 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 eventUPDATE: May 06, 2021 – will return to topic after Canada Day 2021. Dependent upon Covid rules/restrictionsUPDATE: 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 memberCindy Little is no longer a memberSamantha 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 TreasurerNeed to fill Vice–President position and Treasurer needed until next AGMInterim 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 ClubKnights of ColumbusChamber of CommerceHerb CloutierTammy HurlbertBIALions Club3 Questions to ask: Can we? - yesShould we? – yes we should!Date and Time – Nov 20, 2021 @4pmFrank will video the entire event and stream it LiveEmail 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 LeverSecond – Warren WeissAll 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 startedUPDATE: June 10, 2021 – tabled until after Canada Day**UPDATE: Oct 07, 2021 – Eric not on call** |  | Eric Sonego |