

# MINUTES

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Downtown Brampton BIA Board Meeting

Location: 76 Main Street North – Presentation Centre

Date: Tuesday, November 10, 2015

Time: 4 – 6 pm

Attendance:

MEMBERS NAME	PRESENT	ABSENT	REGRETS
Andrew Mackenzie			✓
David Harmsworth	✓		
Harpreet Zingh	✓		
Herman Custodio	✓		
Kristina Romasco	✓		
Kyle Pulis	✓		
Peeyush Gupta	✓		
Rick Evans	✓		
Councillor Bowman	✓		
Councillor Gibson	✓		
Councillor Medeiros	✓		
Councillor Moore	✓		
STAFF MEMBERS NAME			
Alyestal Hamilton	✓		
Lisa Wright	✓		
Shirley Gannon			✓

## Agenda Summary:

1. Budget Update
2. Committees
3. Santa Claus Parade
4. Policy & Procedure
5. Constitution

START	ITEM	MINUTES	MOTION	ACTION
4:08	<b>Call the meeting to Order</b> - Chair Kyle Pulis			
	<b>Approval of the Agenda</b> - Chair Kyle Pulis	<ul style="list-style-type: none"> <li>• Additions to agenda               <ul style="list-style-type: none"> <li>○ Review of additional spend of \$5000 on Rose Theatre contract</li> <li>○ Annual General Meeting confirmations and details</li> <li>○ Change order of Committee Updates</li> </ul> </li> </ul>	<b>Motion to Approve</b> Agenda  <b>Moved by:</b> Cllr. Medeiros  <b>Seconded by:</b> Kristina Romasco Cllr. Moore  <b>Motion Carried</b>  <b>Motion to accept</b> additions to agenda  <b>Moved by:</b> Cllr. Medeiros  <b>Seconded by:</b> Cllr. Moore	
	<b>Approval of the Minutes from the last Meeting</b> - October	<ul style="list-style-type: none"> <li>• Update from last meeting:               <ul style="list-style-type: none"> <li>○ At previous meeting \$21,000 was mentioned as being outstanding to the City. This debt was believed to be from street décor commitments                   <ul style="list-style-type: none"> <li>▪ Upon investigation this perceived agreement was never an agreement on paper. With that,</li> </ul> </li> </ul> </li> </ul>	<b>Motion to Approve</b> minutes  <b>Moved by:</b> David Harmsworth	

		<p>we will continue to partner with the city going forward; however, a present debt does not exist</p> <ul style="list-style-type: none"> <li>○ Audit: insurance exists for the director and the board participants</li> </ul>	<p><b>Seconded by:</b> Herman Custodio</p> <p><b>Motion Carried</b></p>	
	<p><b>Disclosure of Conflict of Interest</b> - Chair Kyle Pulis</p>	Negative		
	<ul style="list-style-type: none"> <li>• <b>Budget Presentation Update</b> - Lisa Wright</li> </ul>	<ul style="list-style-type: none"> <li>• Budget has been approved, membership budget presentations were done <ul style="list-style-type: none"> <li>- Next step: have the budget presentation submitted to council. Presentation could happen December 1. It is currently being completed to be submitted by the end of this week</li> </ul> </li> <li>• Does board need to review the presentation <ul style="list-style-type: none"> <li>- Kyle: present it to the councilors by tomorrow end of day to ensure it is up to council standards</li> </ul> </li> <li>• Encourage Board of Directors to be present at council presentation <ul style="list-style-type: none"> <li>- Invite will be sent prior to then</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>• <b>Committee Update: Marketing &amp; Communication</b> - Peeyush Gupta</li> </ul>	<ul style="list-style-type: none"> <li>• \$80,000 for 2016 Awareness Campaign <ul style="list-style-type: none"> <li>- Goal: advertise Brampton to Brampton residents; Lisa putting together a strategy to be presented to the Marketing &amp; Communications committee for approval that will be shared with the Board</li> <li>- Different media platforms will be used; print through signage, ethnic and social media</li> </ul> </li> <li>• Social Media</li> </ul>	<p><b>Motion to</b> move forward and get quotes and storyboards from prospective producers to start project in January not to exceed a spend of \$5000</p> <p><b>Moved by</b> Herman</p>	

		<ul style="list-style-type: none"> <li>- Based on quotes provided via Food &amp; Drink Committee inquiries, the cost would be an up to \$5000 spend to make and share videos for downtown businesses</li> <li>- Content of video: no storyboards back yet from participating vendors. Video length 3 minutes maximum <ul style="list-style-type: none"> <li>o Places these videos would be shared: <ul style="list-style-type: none"> <li>▪ Social Media</li> <li>▪ BIA website</li> <li>▪ Garden Square screen through our sponsorship with Rose Theatre</li> </ul> </li> </ul> </li> <li>• Cllr. Medeiros: leverage ethnic media to stretch our dollars for diversifying our reach <ul style="list-style-type: none"> <li>- Possible for councilors to help the BIA in building those connections</li> </ul> </li> <li>• BIA to couple with Main Street Realty newsletter for a Downtown page at a subsidized rate; possibly for December <ul style="list-style-type: none"> <li>- Independent of December, the potential start would be for 2016</li> </ul> </li> <li>• Scheduled: a small open house at new offices in December <ul style="list-style-type: none"> <li>- Board members to circulate during different times during open house as a point of contact for merchants</li> </ul> </li> </ul>	<p>Custodio</p> <p><b>Seconded by</b> Kristina Romasco</p> <p><b>Motion carried</b></p>	
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	<ul style="list-style-type: none"> <li>• <b>Committee Update</b> <ul style="list-style-type: none"> <li>- Marketing &amp; Communications: Peeyush Gupta- Annual General Meeting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Annual General Meeting: space and location on hold until board approves <ul style="list-style-type: none"> <li>- Official location: Rose Theatre Secondary Hall <ul style="list-style-type: none"> <li>○ Other locations could not fit our numbers</li> </ul> </li> <li>- Official date: Tuesday, January 12: currently on hold</li> </ul> </li> <li>• Two ways of communication <ol style="list-style-type: none"> <li>1. Electronic save the date</li> <li>2. Snail mail</li> </ol> </li> <li>• Theme: "It's Your BIA Calling"- educating our membership about what a BIA is <ul style="list-style-type: none"> <li>- Guest speaker: an Executive Director from another BIA that is running optimally, and a Chair from one of their committees</li> <li>- Chair would discuss what the responsibilities are of those who are on the board and part of a committee, along what makes their BIA and why they've been successful?</li> </ul> </li> </ul>		<p>Board accepts date and we are moving forward</p>
	<ul style="list-style-type: none"> <li>• <b>Committee Update</b> <ul style="list-style-type: none"> <li>- Parking: Chair Peeyush Gupta</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• BIA working with partnership with City to subsidize parking <ul style="list-style-type: none"> <li>- Free parking from 4 PM instead of 6PM</li> <li>- Free parking on Saturday and Sunday</li> </ul> </li> <li>• Owners and employees parking on street during day- make tags for them to use as a potential way to identify if they are misusing parking <ul style="list-style-type: none"> <li>- Subsidize parking for merchants available in municipal parking garages <ul style="list-style-type: none"> <li>○ Internal communication aims to let owners</li> </ul> </li> </ul> </li> </ul>		

		<p>know they can save more money buying underground parking for a year at \$300. It is more economical than street parking</p> <ul style="list-style-type: none"> <li>• Vocher program: street parking for the month of December is approximately \$10,000 for BIA to cover the costs <ul style="list-style-type: none"> <li>- Offset for parking in garages by supplying vouchers to businesses to supply to communicate to their customers</li> <li>- Marketing aspect to drive business and awareness</li> </ul> </li> <li>• GOAL to change perception of parking downtown</li> <li>• Previous approval of up to \$20,000 parking spend from this year's budget <ul style="list-style-type: none"> <li>- Program in place through marketing partnership with the city for 2016- line item in budget</li> </ul> </li> <li>• Question: is there a prospect of increase in revenue through the free parking?</li> <li>• Street parking would result in up to 90 minutes free</li> </ul> <p>Two initiatives</p> <ol style="list-style-type: none"> <li>1. Paying for free parking on the street in December; there is no existing payment system for street parking so it's either the BIA pays for everything until a system is created or forgo the plan of free street parking</li> <li>2. Underground- first hour free, for an additional free</li> </ol>		
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		<p>hour get a voucher from merchants by visiting their stores; this approach is working with an existing program- the voucher program</p> <ul style="list-style-type: none"> <li>• Cost of the parking project for both initiatives (underground and street) is \$20,000</li> <li>• Kristina: street parking would not effective as employees would abuse it, but at a subsidize rate of vouchers she would purchase tokens to provide to customers</li> <li>• Cllr. Medeiros: hesitant to support the cost because he does not believe the cost of parking should be a deterrent to visiting downtown</li> <li>• Kyle: does not believe in the street parking initiative proposed; however, would be willing to explore voucher option for garages</li> <li>• Rick believes there are three areas of complaints from residents and visitors to downtown <ol style="list-style-type: none"> <li>1. Availability: parking exists, but people believe it does not. This is a misconception</li> <li>2. Convenience: if customers cannot park in front of our stores they do not shop, hence free parking is a probable solution</li> <li>3. Cost: is perceived to be high we can readily address through reimbursement but difficult for street parking</li> </ol> </li> <li>• Rick: there is value in marketing parking to dispel impression of no parking downtown. Keep marketing component of parking</li> </ul>		
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		<ul style="list-style-type: none"> <li>- Lisa: part of 2016 messaging, part of ad placement</li> <li>• Question: how much does it cost for one free hour of street parking? <ul style="list-style-type: none"> <li>- Answer- too expensive because Bylaw would have to manage street parking by chalking cars to ensure they have not exceeded their hour time</li> </ul> </li> <li>• Rick: what is the communication component for parking this December? <ul style="list-style-type: none"> <li>- A lot of investment for what will not be the best option (street parking) as determined by board</li> </ul> </li> <li>• Herman: move forward as a pilot project for the time being. Likes idea of street parking, but perhaps free parking could be the last couple of days of the holiday season (before Christmas). <ul style="list-style-type: none"> <li>- If pilot project cannot be in place for December its fine, we will just figure out how we can move forward with one for the new year</li> <li>- Lisa problem hard costs of marketing and signage are the same regardless of how long the campaign goes for</li> </ul> </li> <li>• Cllr. Moore: perhaps Saturday and Sunday because parking is already free after 6pm</li> <li>• Lisa's take away- we don't want to buy the street for \$10,000. However, we will be moving forward with the voucher program for parking garages in December</li> </ul>		
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		<ul style="list-style-type: none"> <li>• Voucher program will be advertised along with the message of ample parking; budget needed from the \$20,000 to purchase vouchers for businesses. <ul style="list-style-type: none"> <li>- Look into Saturday and Sunday free; to get details from City; council report may be needed- Kyle if that's not possible, move forward</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>• <b>Committee Update</b> <ul style="list-style-type: none"> <li>- Events &amp; Promotions: Chair David Harmsworth</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Signature event: Classic Cars <ul style="list-style-type: none"> <li>- Committee making is in progress, still needs more participants</li> </ul> </li> <li>• Carriage rides: changes for this year <ul style="list-style-type: none"> <li>- At the site plans are cancelled due to lack of proper resources and the legalities of erecting a tent</li> <li>- Current issue: safety concerns</li> </ul> </li> <li>• Christmas Market: vendors are full- includes three downtown businesses. Food Valley includes two downtown businesses</li> </ul> <p>Asking for board to attend and tap into their network for volunteers or volunteer themselves</p>		
	<ul style="list-style-type: none"> <li>• <b>Committee Update</b> <ul style="list-style-type: none"> <li>- Food &amp; Drink: Chair Kristina Romasco</li> <li>-</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Social media videos: vendor selected <ul style="list-style-type: none"> <li>- Spend up to \$2500 on 8 smaller videos in 2016 that can be made into one video to be used on multiple social media platforms</li> <li>- Rate includes the ad buys needed to promote the video(s)</li> <li>- Focus on downtown as a food destination and</li> </ul> </li> </ul>	<p><b>Motion to</b> spend up to \$2500 on 8 social media videos in 2016</p> <p><b>Moved by</b> Herman Custodio</p> <p><b>Seconded by</b> Cllr.</p>	

		<p>promote/ create a food culture</p> <ul style="list-style-type: none"> <li>- Vendor has offered an incentive of a discounted rate for businesses who would like to purchase their own content</li> <li>- Johnathan Productions (JPro) selected</li> </ul> <p>Taste of Downtown Program</p> <ul style="list-style-type: none"> <li>• Guardian would run program for us if we have a buy in from a certain number of participants</li> <li>• Sponsorship from BIA of \$10,000 with some offset from the merchants from participation fees <ul style="list-style-type: none"> <li>1. Food &amp; Drink committee funds; some of it offset from participation fees</li> <li>2. BIA \$5000 makes us a sponsor to the event</li> </ul> </li> <li>• Supplement sheet of Guardian/ Metroland rates <ul style="list-style-type: none"> <li>- Offer almost \$130,000 worth of marketing</li> </ul> </li> <li>• Possibility of having a scale for participation fees because not each rate will benefit each business; those details haven't been finalized</li> </ul>	<p>Medeiros</p> <p><b>Motion carried</b></p> <p><b>Motion to</b> spend up to \$10,000 on luscious type program for Food based business for 2016 offset by the participant costs</p> <p><b>Moved by</b> Harpreet Zingh</p> <p><b>Seconded by</b> Herman Custodio</p> <p><b>Motion carried</b></p>	
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	<ul style="list-style-type: none"> <li>• <b>Committee Update</b> Rebranding: Chair Harpreet Zingh</li> </ul>	<ul style="list-style-type: none"> <li>• Committee decided to change the direction of what we are creating for the brand: initial direction was brand Downtown Brampton, new intent is branding a BIA <ul style="list-style-type: none"> <li>- We have realized we are branding a BIA NOT the Downtown because we are still evolving as a downtown</li> </ul> </li> <li>• Timelines are now impacted because designer coming back with new ideas; waiting on a revised timeline- to receive it this week or next week <ul style="list-style-type: none"> <li>- Branding committee could review and present the new ideas to the Board or the Board can have a say through email; this approach will hinder timelines <ul style="list-style-type: none"> <li>○ Harpreet: hesitant on this approach having too many voices by having too many concepts presented <ul style="list-style-type: none"> <li>▪ David: in past, subcommittee selects and then presents to Board</li> <li>▪ Lisa: in a small group we can share to test it</li> </ul> </li> </ul> </li> </ul> </li> <li>• There will be a presentation of the finished product</li> </ul>		
	<ul style="list-style-type: none"> <li>• <b>Santa Claus Parade participation</b> - Lisa Wright</li> </ul>	<ul style="list-style-type: none"> <li>• Three opportunities <ol style="list-style-type: none"> <li>1. Carriage-has to be filled traditionally a family of a board member or engaged merchant; who would we like to fill the carriage: 4 people (up to 5 with little ones) Commitment is being at top of parade by 4:15 <ol style="list-style-type: none"> <li>a. Potential participants: Herman to follow up with, Andrew to follow up by Monday if not Lisa will select someone</li> </ol> </li> </ol> </li> </ul>		

		<p>2. Opportunity for business to dress up and since it can't be managed by staff, passing on opportunity</p> <p>3. As sponsor get a car: treat it like a carriage or we don't have to take this opportunity; dignitary Peeyush or Andrew</p>		
	- <b>Policy &amp; Procedure update</b>	<ul style="list-style-type: none"> <li>• How much feedback does the board want on this? The document will be shared, but the board doesn't need to see it</li> <li>• Code of conduct to be included here</li> </ul>		
	- <b>Constitution Review</b>	<p>1.1 Purpose and Objectives: gain clarity</p> <ul style="list-style-type: none"> <li>• Kyle- perhaps add "advocacy of businesses" as part of objective. <ul style="list-style-type: none"> <li>- Lisa says difference between promote and advocate. Rick- what is difference?</li> <li>- Kyle- promote is to the public, advocacy is like lobbying. As a group funded by membership, the BIA should have a responsibility to advocate for businesses.</li> <li>- Lisa to review verbiage of advocacy</li> </ul> </li> <li>• Cllr. Gibson- fear of the word "develop" in light of our very recent past. If we use this word we need to be clear on what we are developing- is it policy, is it experience, <ul style="list-style-type: none"> <li>- Harpreet: develop could also mean commercial viability, so it doesn't allude to previous past</li> <li>- Moore- market, promote and protect</li> <li>- Moving forward with the word "market" vs</li> </ul> </li> </ul>		<p>Timelines: second draft by end of the week and out by email by November 23; highlight what we change and from there we can approve at our December meeting and go out with save the date for the AGM</p>

		<p style="text-align: center;">development</p> <p>5.1 Term of Office</p> <ul style="list-style-type: none"> <li>• Appointment by council is a city requirement because the city collects the taxes and provides the treasurer</li> <li>• Membership feedback reflects the feeling that the Board of Directors is council heavy; however, we need to determine if we move forward with four councilors how will we determine their voting capacity <ul style="list-style-type: none"> <li>- Number of councilors: Cllr. Moore council has authority to appoint councils. Question should be how much weight a Councillor vote has.</li> </ul> </li> <li>• Current board has four councilors because of transition from DC to BIA <ul style="list-style-type: none"> <li>- Kyle: it is good to have councilors on board because both the councilors and the BIA have the same mindset for downtown – objectives of the mandate- and are ultimately added value <ul style="list-style-type: none"> <li>▪ Cllr. Moore- councilors should be advocates in city hall and a city liaison. She is alright with a two vote weight of council regardless of the number of councilors present</li> </ul> </li> </ul> </li> <li>• Kristina: membership sees it as babysitting with having so many councilors on the board when no other BIA across the country includes so many councilors</li> </ul>		
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		<ul style="list-style-type: none"> <li>- Rick: BIA needs to be businesses driven, not council driven; that is what the four votes of councilors does—currently they have one third of the votes <ul style="list-style-type: none"> <li>▪ Kristina: council should not have a vote weight of more than two <ul style="list-style-type: none"> <li>• Cllr. Gibson does not want a seat at the table if he does not have a vote</li> </ul> </li> </ul> </li> <li>• Rick: handbook doesn't specify a number of councilors <ul style="list-style-type: none"> <li>- Because city is collecting levy they have to have one councilor represented; two is better to ensure a greater chance of quorum</li> </ul> </li> <li>• Cllr. Medeiros- for the two vote approach to work, each ward could get a vote so both wards are represented</li> <li>• Kyle: moving forward two vote weight from councilors with one vote from each ward <ul style="list-style-type: none"> <li>- Council will have to decide among themselves how to determine their two votes</li> </ul> </li> <li>• Amount of board members: Cllr. Gibson- up to 12 members and no less than 8 so we don't necessarily have to fill a space if someone can no longer sit on the board <ul style="list-style-type: none"> <li>- Rick suggests an odd number for voting processes</li> <li>- Peeyush: 4 property, 4: tenants, 2 council members</li> </ul> </li> </ul>		
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		<ul style="list-style-type: none"> <li>▪ Lisa: that was a DC standard; however, we are looking for involved members so we don't need to differentiate</li> </ul> <ul style="list-style-type: none"> <li>• Follow Robert's rules in the case of a tie during a vote</li> <li>• Rick If property owners and tenants are the same person, how many votes should that person have? Is it one vote per person or dependent on the titles you possess or number of properties you have?</li> </ul> <p>5.2 Treasurer and Executive Committee</p> <ul style="list-style-type: none"> <li>• Peeyush: one person should be a retailer positions so the same person is not holding the same position consistently <ul style="list-style-type: none"> <li>- Lisa's concern is signing ability and doesn't align with four years. Perhaps a two year commitment is better length of term. This selection would happen within the board and only for the executive committee</li> </ul> </li> <li>• Peeyush: every year in April everyone should change <ul style="list-style-type: none"> <li>- Executive committee needs to include a member of council because quorum for meetings can only happen with a councilor- if not it doesn't make sense</li> </ul> </li> </ul> <p>5.3 Quorum</p>		
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		<ul style="list-style-type: none"> <li>• Election years will have two meetings like 2015 to 2016</li> <li>• Peeyush: is it 20 members including the board of directors <ul style="list-style-type: none"> <li>- Lisa: assumption does not include board of directors- that differentiation will be included <ul style="list-style-type: none"> <li>▪ Herman: keep it at 20 to determine how successful the BIA is and our level of engagement from membership <ul style="list-style-type: none"> <li>• Leave number at 20 for quorum</li> </ul> </li> </ul> </li> </ul> </li> <li>• Kyle: are there alternatives to this if quorum is not met? Do you try again and again and again until you get quorum? <ul style="list-style-type: none"> <li>- David: stipulations should be there for quorum for special meetings because if enough notice is given and membership does not attend we cannot stop the order of businesses due to lack of participation from membership <ul style="list-style-type: none"> <li>▪ Special meeting includes: change of constitution, something that needs to be amended or in another document <ul style="list-style-type: none"> <li>• Kyle: list of items that call for a special meeting should be listed that require this type of quorum</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p>5.4 Vacancies on the Board of Directors</p>		
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		<ul style="list-style-type: none"> <li>• Same as mentioned in 5.1 by Cllr. Gibson</li> </ul> <p>5.5 Term of Office</p> <ul style="list-style-type: none"> <li>• Four year term is standard in most BIAs</li> <li>• As said in 5.2, perhaps a two year term is better suited</li> <li>• Kyle: likes a two year commitment for term of office, allows for flexibility if someone is unable to commit to a four year term</li> </ul> <p>5.7 Conflict of interest</p> <ul style="list-style-type: none"> <li>• “Employee or in any non-Director capacity”—not needed to state because people have to determine the conflict of interest for themselves</li> </ul> <p>6.4 Annual General Meeting</p> <ul style="list-style-type: none"> <li>• Is minimum 10 days enough for AGM or special meeting? For constitution review yes, operating procedures should stipulate best practices <ul style="list-style-type: none"> <li>- Cllr. Gibson- best for an AGM is 30 days</li> </ul> </li> <li>• Within a 10 day parameter BIA to include paperwork content if necessary. <ul style="list-style-type: none"> <li>- In the 30 days give a deadline for when membership can submit their concerns</li> </ul> </li> </ul>		
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		<p>6.5 Special Members Meeting</p> <ul style="list-style-type: none"> <li>• Look for legislation for vote of non-confidence and if no number is provided go with 50% of membership</li> </ul> <p>6.6. General Election Members Meeting</p> <ul style="list-style-type: none"> <li>• Change from January 2016 to May 2016 because January's meeting is not an AGM, but a special membership meeting</li> <li>• Written proxies (also known as advanced vote) should be allowed; Operating Procedure will stipulate what that means and a template form</li> </ul> <p>8.0 General</p> <ul style="list-style-type: none"> <li>• No amendments from the floor. Process needs to allow for change. Prior to any Annual General Meeting, you will see the current constitution. There will be 15 days to make any changes that could be brought forward</li> <li>• 2015 constitution will be approved in 2016 January and amendments can be made then</li> </ul>		
	<ul style="list-style-type: none"> <li>• <b>Other Business</b></li> </ul>	<ul style="list-style-type: none"> <li>• Rose theatre rental agreement exceeds more than what was approved, so Lisa used the Executive Committee to approve it and Council approved in kind</li> <li>• Cllr. Bowman: BIA needs to show great deal of support when we come to council because Downtown Brampton</li> </ul>		

		<p>is not being supported at council or in the community</p> <ul style="list-style-type: none"> <li>- For example, at Council Meeting support for the façade program Downtown was not represented <ul style="list-style-type: none"> <li>▪ Lisa accepts responsibility that the meeting was not communicated to the board or membership</li> <li>▪ Cllr. Bowman: as a group, everyone is responsible—not just Lisa. <ul style="list-style-type: none"> <li>• Kyle: component of advocacy has been cleared</li> </ul> </li> </ul> </li> <li>- Peeyush- façade program will be added to next meeting to address how money is distributed</li> </ul> <ul style="list-style-type: none"> <li>• Cllr. Medeiros: advocacy results in policy issues: work needs to be done to determine position on membership</li> <li>• Cllr. Moore: staff can scan and council to give heads up and speak to executive committee as to what activities membership can be part of i.e. council meetings</li> </ul>		
<b>6.54</b>	<ul style="list-style-type: none"> <li>• <b>Adjournment</b></li> <li>- Chair Kyle Pulis</li> </ul>		<p><b>Motion to Adjourn the Meeting</b></p> <p><b>Moved by:</b> Kristina Romasco</p> <p><b>Seconded by:</b> Rick Evans</p> <p><b>Motion Carried</b></p>	