

# MINUTES

## **PERSONNEL COMMITTEE**

Held: Wednesday, April 6th, 2022, at 8:30 a.m.

Location: via Zoom

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### **ATTENDANCE:**

#### **Present:**

John McKenty, Judy Brown and Delores McAdam

#### **Absent:**

None

#### **Guests:**

None

#### **Recording Secretary:**

Kari Clarke

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### **1. Fourth Meeting in 2022:**

#### **a) Call to Order**

The meeting was called to order by the Chair, John McKenty at 8:30 AM on Wednesday, April 6th 2022, via Zoom, with 3 Committee members in attendance. Kari Clarke acted as Recording Secretary.

Motion

#### **b) Disclosure of Pecuniary Interest and General Nature Thereof**

There being none, the Chair moved on to the next order of business.

#### **c) Approval of Last Minutes**

Moved by Delores MacAdam that the Personnel Committee minutes of March 10th, 2022, be approved. - *CARRIED - UNANIMOUS*

### **2. Disclosure of Additional Items**

- a. Criteria for Withdrawing from Reserves

### **3. Closed Session:**

There being none the committee moved to the next order of business.

### **4. Open Session:**

### **5. Matters Arising from Closed Session:**

There being none, the Chair moved on to the next order of business.

**6. Unfinished Business:**

**7. New Business**

**a. Banked Hours**

- Current banked hours to date, is 13.5 hours
- Evening events will be counted, preferred if staff could come in late the following day, so as not to accumulate banked hours

**b. Office Hours**

- The hybrid model will continue to the end of May and the committee will look at making the hybrid model permanent

**c. Board Committee Social**

- May 4<sup>th</sup> is booked at The Locks, from 6-8 PM
- An invitation will be circulated to the Board and all committee members
- RSVP's will be encouraged, and it will be added to the agendas for all of the committee meetings in April

**d. Member Social**

- Kari will look into the availability of the Crystal Palace for a Wednesday or Thursday evening in June
- This will be discussed with the Promotions committee
- Important to build community with our members

**e. Coordinator Contract**

- John has researched the topic and will circulate the information

**f. Christmas Lights**

- Grant of \$50,000 was received
- The Town of Perth and the Perth BIA will each contribute \$25,000 to match the grant
- The BIA amount will be pulled from reserves

**g. Festival of the Maples**

- We will set up a tent on Foster St. to hand out brochures

**8. Discussion of Additional Items**

**a. Reserves**

- Criteria for withdrawing from Reserves

**MOTION BIAP 2022-4.1**

**Moved BY** Judy Brown

**BE IT RESOLVED THAT THE PERSONNEL COMMITTEE FORWARDS A MOTION TO THE BIA BOARD THAT A CRITERIA IS ESTABLISHED FOR THE WITHDRAWAL OF FUNDS FROM THE BIA RESERVE FUND. FUNDS CAN BE WITHDRAWN FOR THE FOLLOWING REASONS, SUBJECT TO COUNCIL APPROVAL.**

- **FUNDS NEEDED TO MATCH FUNDS FOR GRANTS**
- **MOTIVATIONAL SPEAKERS**
- **SHORTFALLS FOR THE BIA BUDGET**
- **ITEMS DEEMED ESSENTIAL BY THE BOARD**

**CARRIED** *UNANIMOUS*

**9. Next Meeting: May 11th, 2022, via zoom.**

**10. Adjournment:**

Moved by Delores MacAdam that the meeting be adjourned at 9:15 AM

**CARRIED – UNANIMOUS**

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**John McKenty, Chair**

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**Kari Clarke, Recording Secretary**