



PERSONNEL COMMITTEE

MINUTES

Held: Tuesday, May 7th, 2024, at 8:30am

Location: Council Chambers

Present: John McKenty, Krista Stead-Mackler, Dawn Bell, and Kelsey Dold

1. Call to Order

The meeting was called to order by the Chair at 8:32am

2. Disclosure of Pecuniary Interest and General Nature Thereof

There being none, the Chair moved onto the next order of business

3. Approval of Last Meeting Minutes

Moved by Dawn Bell

4. Disclosure of Additional Items

- a. Website Updates**
- b. Associate Memberships**
- c. Spring Social**
- d. Forum**
- e. 2023 Audited Statement**
- f. SPF**

5. Unfinished Business

a. SPF Jury

→ Jury was receptive of BIA feedback

→ There was no marketing for vendor applications

- Application date has been extended to May 31st
- SPF Marketing Coordinators to promote the Vendor Marketplace

- Returning food vendors have been passed through the jury
- Retail policy: no mass-produced products
 - Kelsey Dold to look for Retail Policy

b. Festival of the Maples Survey

- A BIA member only survey was released following the event
 - Feedback taken from members regarding the event will be relayed to the Perth & District Chamber of Commerce – suggestions to consider
- Kelsey Dold to schedule a meeting with the Chamber to discuss at the next Town/Tourism/BIA/Chamber catch-up meeting

6. New Business

a. Kick-Off to Summer – Coordinator Schedule

- Kelsey Dold to inquire with the Town's Director of Community Services regarding the need for Smart Serve certification while selling drink tickets
- Kelsey Dold to work 9am-9pm
- Kelsey Dold to approach the Town's Finance Department regarding floats
- Kelsey Dold to schedule a meeting with the SPF Chair regarding Coordinator duties during the evening SPF fundraiser
- Count fundraiser funds on Monday with 3 people in total, 1 employee of the Town, the SPF Festival Administrator, and Kelsey Dold

b. May Editorial Calendar

- Presented to the committee
 - Add Mother's Day – last minute reservations
 - Switch a few dates re Farmer's Market, the Kick-Off to Summer Corn Hole Tournament, etc.
 - Victoria Day business hours - May 20th
 - Kelsey Dold to ask members in the forum what their Monday long weekend hours are

7. Discussion on Additional Items

a. Website Updates

- Kelsey Dold to coordinate with our Website Consultant a timeline of tasks
 - Kick-Off to Summer onsite map
 - Website business listings
 - Reminder to update the CEM Grant website page with accurate information

b. Associate Memberships

- MyFM has become an Associate Member
 - An introduction to the BIA on social media has been posted
- Prodecad to become an Associate Member starting June 1st
 - Kelsey Dold to deliver Welcome Package and film introduction to the BIA content
- Kelsey Dold to make follow up calls with other approached businesses

c. Spring Social

- Was unable to host in the spring as there was difficulty finding a location
 - Table discussion till the fall

d. Forum

- Kelsey Dold to vet the members only Facebook forum to add new businesses and/or remove businesses that have closed

e. 2023 Audited Statement

- Does not need to be presented at the Board meeting
 - Goes to the 2024 AGM

f. SPF

- The 2023 donations made online through PayPal have been deposited into our account to use for the 2024 Festival
- Kelsey Dold to touch base with the committee at each meeting regarding Coordinator budget lines
- BIA Coordinator report to be the first coordinator report on the SPF agendas
- Kelsey Dold to inquire with Rob Marois regarding liquor sales
 - Does SPF purchase alcohol?
 - Need to understand what the alcohol vendors are sponsoring and what the SPF will be billed for
 - Need this information for both June 8th and festival weekend

8. Next Meeting: Monday, May 27th, at 8:00am, in the Kent Room

9. Adjournment: by the Chair at 10:00am