

ADVANTAGE HOPE BOARD MEETING MINUTES

February 16, 2023 – District of Hope Council Chambers, Hope

Called to order: 7:05pm

Attended: Tannis Hendriks, Martin Hendriks, Tanya Seltenrich, John Fortoloczky, Dean Lin, Scott Medlock, Angela Skoglund, Sarah Brown

Regrets: Margaret Stubson, Jeff Kohlman

Addendums:

- Visitor Centre January 2023 Report
- January 2023 comparative income statement
- Balance sheet as of Jan 31, 2023
- HBDS transaction reports

1. Call to Order

2. Approval of Agenda

Motion that the Feb 23, 2023 agenda, Hope Business and Development Society agenda be adopted as presented – *Moved, seconded – APPROVED*

3. Adoption of Minutes

That the Jan 16, 2023, Hope Business and Development Society minutes be adopted as presented – *Moved, seconded – APPROVED*

4. Land Acknowledgement

We would like to acknowledge that we are conducting our board meeting tonight from the ancestral, traditional, shared, and unceded territory of the Chawathil people of the Tiyt Tribe. The Tiyt Tribes of the Sto:lo territory extend along the boundaries down both sides of the Fraser River, from Yale to Seabird. We thank you for welcoming us to the territory and allowing us to carry out the work that we are doing here tonight.

5. Delegations/board member introductions none

6. Business from previous minutes none

7. Committee and board reports

a. Finance committee

i. No new business

ii. Motion to approve financial documents as presented – *Moved, seconded – APPROVED*

b. Policy & procedure review committee

i. No major changes made to board policy and procedures document; all straightforward. Only change was specifying the minimum required number of board

members is now 8 (previously 12), and saying that the 3-4 executive positions can be included in that total count; also added some clarification in terms of who's responsible for what procedure.

ii. Chris Kelly is willing to do the engagement review rather than the full audit; review of the 2022 financials should be done asap.

iii: The HBDS Employee Handbook is essentially a separate document for employees of visitor centre; will be reviewed to ensure no conflicting info between this handbook and the Policy & Procedures document (as both documents probably contain much of the same info).

iv: Motion to accept the policy & procedures document as revised – *Moved, seconded – APPROVED*

c. Board recruitment and orientation committee

i: Candidate #1: Gerry Wiebe; lives part-time in Hope/Vancouver

ii: Candidate #2: Laura Reid; from Ruby Creek Art Gallery

iii: Laura will be asked to attend next council meeting for approval for addition to the board - Gerry will be unable to attend due to the timing, DOH is aware

d. MRDT representative

i. Operations manager had a brief discussion with Margaret S. about spending of MRDT marketing funds and reported on some of the recent spending.

ii. Question asked: *Should Popkum/Bridal Falls have be included on the new signage?* Answer: they probably should have, except that it's fairly certain that region will soon be under Chilliwack's tourism group and not ours.

iii. Question asked: *What kind of reporting is going back to hotels on the MRDT spending?* Answer: Not much has been reported back previously; we would like to start reporting back to them on MRDT spending to show them the value of contributing.

iv: Suggestion to host info sessions for businesses on how to utilize the annual Visitor Guide to help their guests.

e. Communications strategy committee – no report

f. Executive Director Hiring committee

i. Job description is ready for finalization, but these questions:

- ***Working hours – how many?***

40hrs is standard (with mention of extra hours on weekends and during special events as necessary)

- ***Start date?***

Target start date: April 1st

- ***Include salary?***

Subject to experience; mention that it's a 1-yr contract with potential to extend longer

- **Where to submit cover letter/resume?**

To Operation manager's email

ii: Will need to include a note about a hybrid in-office/remote scenario; once finalized, it will get sent to council, to WorkBC office, etc. for distribution

iii: Question asked: *Is there a question list from last hiring process to review and use for this hiring process?* Answer: There probably is one, and it will be sent to hiring committee once located.

iv: Member reached out to the executive director of Vancouver's North Shore tourism to see if she knows of anyone in her network out this way; member to share job posting with this ED when ready.

g. Board reports – Operations manager spoke about the Visitor Centre report highlights

8. Other business

a. Confidentiality agreement: passed out to all members for review and signing.

b. Extension of Fee for Service:

- Question asked: *Is there a way to introduce the new councillors to the visitor centre and everything that the society does?* Operations manager would be happy to arrange this.

- Would like society to apply for a new 3-year term for the Extension of Fee Service; AdvantageHope is the only eligible entity to receive the MRDT at this time; there is nothing stopping another entity being formed to compete for this funding, therefore it's important that we get an extension of fee for service so we can continue to have this funding.

- A motion will be presented to council to extend FFS for 3 years

c. Appointment of Treasurer:

- Motion to appoint Tannis Hendriks as Treasurer – *Moved, seconded – APPROVED*

9. Discussion period

- Next Great Save; CN Rail station is doing well, may get a chance to win some money since the competition is now offering 1st, 2nd, and 3rd place prizing.

- Appointment to committees: no new appointments

Motion to adjourn – *Moved, seconded – APPROVED*

Adjourned 8:23pm