

BOARD OF DIRECTORS - MEETING MINUTES

June 6, 2012 @ DHBC Board Room, 1668 Barrington Street, Suite 301

Attendance: Beth Lewis, Heather Ternoway, Ross Soward, Erin Harrison, Frank Palermo, Jim Donovan, Peter McNab.

Regrets: Paul MacKinnon, Jordi Morgan, Lucy van den Brink, Jennifer Watts, Gene Daniels.

1. BOARD MEMBERSHIP

- Board Membership: a list has been compiled of board members interested in staying on the board for next year. See attached. Four board members will not continue with their board position.
- Jim suggested developing a self-evaluation sheet for board members before the AGM to get an idea of what worked well and what need improvements going forward.
ACTION: Jim will provide a template for the evaluation.
- Board memberships terms will be unlimited and can change as needed.

2. BOARD BYLAWS

- Heather updated the bylaws.
ACTION: Heather will send a copy of the updated bylaws to the Board.
DECISION: Heather will present the updated bylaws at the AGM.

3. MEDIA/NEW MEMBERS

- We have a need to increase our media presence.
ACTION: Frank will follow up with Jordi on ways to do this.
ACTION: Beth will follow up with Stephanie Domet.
- With a goal of increasing media presence, new member possibilities put forward:
 - Jordi Morgan (Ross)
 - Stephanie Domet (Beth)
 - Kim West (Frank)
 - Kyle Shaw (Beth/Heather)
 - Tony Gillis (Ross/Peter)
 - Stacy Chestnutt (Gene)
 - Jacob Richie (Ross)
 - Scott Ferguson (Frank)**ACTION: Members responsible for following up (in parentheses) must provide an update via email to the Board (via Beth) by Friday, June 22 at noon.**
ACTION: Ross will provide an “open call” to the existing membership for interest in board membership.

4. FINANCES

- Heather provided the financial statements to the board (attached).
- Kim at DHBC reviewed the statements.
- Surplus for 2011-12 = \$5170.52. CEU to invoice the PDC for the cash management of the student intern.

ACTION: Heather will present a Treasurer's Report at the AGM and will send financial statements to the Board.

- The need to clarify the relationship between the PDC and CEU remains.

ACTION: Ross and Heather will ensure this is completed and documented.

5. AGM

- The Board should present project updates and achievements as well as next steps/future plans for the year at the AGM.

- Seek will be ready for the AGM.

ACTION: Ross will present this at the AGM.

ACTION: Ross will create a slide show for the AGM.

ACTION: Ross will invite all the Business Commissions to the AGM.

DECISION: Frank will chair the AGM.

FUTURE IDEA FOR AGM: Urban Design Awards.

ACTION: Ross will follow up with Gene re. guest speaker for AGM. Suggest Ken Greenberg.

- Printing for AGM:
 - Seek
 - Minutes from last year
 - Agendas
 - Board Members
 - Annual and Financial Reports
 - Its more that Buses Pocket Guides (10k copies printed by DHBC)

ACTION: Heather, Ross and Beth will coordinate to ensure all items are printed and ready for the AGM.

- Need to provide an opportunity for Board members not in attendance to provide ideas on the future of the PDC before the AGM.

ACTION: Beth will ask Board members to provide any ideas for future of PDC via email.

6. PROJECT UPDATES

- Switch: Open Streets – Province invited PDC to submit a 3-year proposal that would extend the initiative to a series of events around NS. Provincial health staff would help negotiate the street closures.
- Argyle Streetscape – Last public meeting held. PDC doing design work.
- Mayoral Debate – Focused on transportation and related urban issues. First meeting of working group was in May. Will meet again in June. Set for September 24, 2012. All candidates have confirmed. Jordi Morgan has confirmed to MC.

5. ACTIONS SUMMARY

1. Jim will provide a template to Ross for the a PDC Board self-evaluation.
2. Heather will send a copy of the updated bylaws to the Board.
3. Frank will follow up with Jordi Morgan re. media possibilities for PDC.
4. Beth will follow up with Stephanie Domet re. media possibilities for PDC.

5. Members responsible for following up (in parentheses – see list above) must provide an update via email to the Board (via Beth) by Friday, June 22 at noon.
6. Ross will provide an “open call” to the existing membership for interest in board membership.
7. Heather will present a Treasurer’s Report at the AGM and will send financial statements to the Board.
8. Ross and Heather will ensure the relationship between CEU and PDC is clarified and documented.
9. Ross will present PDC Project Updates/Achievements and Next Steps at the AGM.
10. Ross will create a slide show for the AGM.
11. Ross will invite all the Business Commissions to the AGM.
12. Ross will follow up with Gene re. guest speaker for AGM. Suggest Ken Greenburg.
13. Heather, Ross and Beth will coordinate to ensure all items are printed and ready for the AGM.
14. Beth will ask Board members to provide any ideas for future of PDC via email.

6. ADJOURNEMENT

Next meeting date: AGM: Wednesday June 27, 2012 @ 6:30 pm. Location: Architecture and Planning Building.