

BOARD OF DIRECTORS - MEETING MINUTES

May 16, 2012 @ DHBC Board Room, 1668 Barrington Street, Suite 301

Attendance: Beth Lewis, Heather Ternoway, Jennifer Watts, Gene Daniels, Ross Soward.

Regrets: Paul MacKinnon, Erin Harrison, Frank Palermo, Jordi Morgan, Lucy van den Brink, Peter McNab, Jim Donovan

1. PROJECTS UPDATE

- **Agryle Streetscape Design** – Next meeting is June 4, 2012. This is the final meeting to present findings back to the public. Several different approaches to community engagement including two previous meetings, twitter feed, an information pop-up at Neptune Theatre. Clear message that PDC is leading process has garnered interest from other groups to volunteer services in-kind (Genivar, Breakhouse).
- **Switch: Open Street Sundays** – Closing a 5km stretch on the peninsula scheduled for September 9, 2012 (Sunday). Timing based on good weather and student population is back in town. Several meetings of volunteers. Raised \$25,000. Will be informing property abutters on Wednesday (May 23, 2012) through an information drop. Will also pursue information in orientation packages for students. Idea to link into “Youthful City” group: currently linked to Dal but trying to expand to other universities. Idea to link to student unions, Gene has contacts.
ACTION: Gene will provide student union contacts to Ross.
- **Its More Than Buses** – Plans to print 5 or 10 thousand of the resulting pocket guides. Check in at Wade for possible deals on printing **ACTION: Gene/Ross to follow up with Vicky at Wade.** Idea to check with Etc. Press, **ACTION: Heather/Ross to follow up with Sid at Etc. Press.**

2. FINANCE UPDATE

- There is currently \$24,809.27 in the PDC bank account. Some expenses have to be paid to CEU from this amount. There are also some more funds due to be paid into the account (provincial funding for a student to work at PDC).
- Funding being all project based and no core or “base” funding for PDC continues to be an issue. Makes PDC hard to stabilize financially.
- PDC is required to complete formal financial reporting. Stated in the Board Bylaws that PDC needs to have their financial statements audited by a CA. **ACTION: Beth will follow up with Kevin Stewart to see if he is willing to donate some time to audit PDC financials.**
- Also very important to clarify the relationship between CEU and PDC, especially from a financial perspective. **ACTION: Heather will follow up on ensuring this definition of relationship between CEU and PDC.**
- Board needs to convene a special meeting to appoint an auditor before the AGM (in June). **ACTION: Heather will set up a special meeting for appointing an auditor.**

3. FOR THE FUTURE OF PDC

During a separate “Future of PDC Meeting” (notes available), three ideas were developed to focus the efforts of PDC Board members in the coming year. The three ideas are:

1. *Develop a website that focuses on the information sharing component of PDC’s mandate:*
Gene provided an update on his meeting with Co&Co. C&C provided a sample of the type of site we are looking for: studiorally.ca. Our site would provide development information in HRM. It would start with having information from various sources entered but would move toward being populated by developers on their own development projects. Development of the site by C&C would take about 8 weeks and would cost about \$7500.

DECISION: Board approves investing in the PDC website with Co&Co.

ACTION: Website Subcommittee (Gene, Ross, Erin, Frank) will follow up with Co&Co within the next two weeks (Ross to send invite to Web committee) and be responsible for managing this component.

2. *Publish another edition of Seek:* A student has been hired to create and publish another edition of Seek. This edition will focus on engagement and provide information for the public to navigate the process of being involved in HRM. Gene also mentioned there is a NSCAD student who is willing to do head shots of the board if we want them so publish in Seek or put on the website. **ACTION: Ross will follow up on the status of Seek for the next meeting to confirm if it will be ready for the AGM.**

3. *Set up a regular radio feature with 95.7.*

ACTION: Ross will follow up with Jordi Morgan at 95.7.

4. ANNUAL GENERAL MEETING

- Prior to AGM, the Board needs to review is current broad PDC membership to ensure all are informed of the AGM. The PDC will keep membership open and free to any person who wants to join. Also need to find out status of existing board (who wants to stay on) and nominate new members if necessary. People can also nominate from the floor of the AGM if more board memberships need to be filled.

ACTION: Formation of a “Nominating Committee” of Beth, Gene and Ross to:

1. **review current general membership list (Ross)**
2. **check with existing board members on their desire to continue with their position on the board (Beth)**
3. **once we know how many new board members we need, manage a nomination process for new board members (Beth and Ross)**

ACTION: Ross and Beth will confirm a date and venue options for AGM (to ensure membership is provided the required two weeks notice of AGM).

ACTION: Gene will follow up with Dal Arch & Planning Department to check on a possible guest speaker for the AGM.

- Prior to AGM, the PDC’s Bylaws need review.

ACTION: Heather will review the existing PDC Bylaws and make edits to simplify them. Jennifer and Erin will provide additional review to the updated version from Heather.

5. ADJOURNEMENT

Next meeting date: AGM Preparations: Wednesday June 6, 2012 @ 5:30 pm. Location TBD.