



## HxBIA Board Meeting November

**Date:** December 11, 2019

**Location:** HiVE

**Directors Present:** Steve, Caithlin, Deanna, Bryan, Gordon, Ash

**Chair:** Devon

**Regrets:** Jay

**Absent:** Minna

**Minutes:**

1. **Call to Order:** Meeting called to order at 12:10pm
  
2. **Additions to the Agenda**  
none.
  
3. **Adoption of Agenda**  
Motion to adopt: Steve, Deanna - Carried
  
4. **Adoption of Minutes**  
None.
  
5. **Acting ED Update**
  - a. Brennan is handling emails, hiring committee liaison, cheque signin, and city coordination.
  - b. Email server is back up.
  - c. City coordination is happening regarding budget.
  - d. Brennan: T4/ROE from Bookkeeper
  - e. Gordon/Devon: Sign remittance cheque at bookkeeper (Network Hub).
  
6. **Hiring Committee Update**
  - a. Steve: Schedule interview with Adam for interview next Wednesday.
  - b. Caithlin: Reach out to Theo for consultant recommendations.
  - c. Steve: Shake the trees for other consultants.
  - d. Deanna: Ask Jennifer for references for consultants.
  - e. Steve: Send the RFP Mini to the board.
  - f. Bryan: Respond to Vicki and Jenna.

### 7. Officer Positions

- a. Co-Chair: Ash
- b. Secretary: Alternating between assistants
- c. Treasurer: Caithlin

**8. Governance**

- a. Long term governance structure will be left until a new ED or consultant is in place.
- b. Short-term, possible involvements:
  - i. DTES BIAs are seeking to do a meeting with the City’s DTES team in the new year.
  - ii. MP Neighbours liaison - Brennan will continue to liaise and communicate reports to the board.

**9. Adjournment - 1:04pm**

**Next meeting scheduled for Wednesday 18th at 12pm.**

**New Action Items:**

Action:	Assigned To:	Due Date:
Schedule interview with Adam for interview next Wednesday.	Steve	
Send the RFP Mini to the board.	Steve	
Shake the trees for other consultants.	Steve	
Ask Jennifer for references for consultants.	Deanna	
Reach out to Theo for consultant recommendations.	Caithlin	
Respond to Vicki and Jenna.	Bryan	

T4/ROE from Bookkeeper	Brennan	
Sign remittance cheque at bookkeeper (Network Hub).	Devon & Gordan	