



Board of Management of Oshawa Downtown
Business Improvement Area - City of Oshawa
Governance Meeting
Virtual Meeting
NOTES
29 July 2020

Start 8:02

In attendance: Michael Hunter, Taylor Flood, Cindy Malachowski, Katelyn Yuill, and Angela Mittoni

1. Welcome – Call to Order
2. Open of General Meeting
3. Acceptance of Agenda
Motion by Cindy to accept the agenda
Second by Katelyn
Carried
4. Declaration of Conflicts
None
5. Acceptance of New Committee Members - if any
Motion by Cindy to have Angela send the committee applications to the Committees in which the volunteers have applied together with a note reminding them to review, discuss and vote on acceptance and to invite the individuals to an interview to sit on the committee
Second by Katelyn
Carried
6. Non-voting Member Status Update
7. Report of the Integrity Commissioner
8. Communications Guideline
 - We have been reviewing our internal and external communications that need updating
Motion by Michael to accept all recommendations of the communications plan:
 1. Board evaluation survey be brought to the board for approval and adoption
 2. That the feed back for staff/students/volunteers survey be sent out quarterly
 3. That the staff/student/volunteer exit survey be sent out with the exit of any staff/students/volunteers
with all survey results to be vetted through the Governance Committee
 4. Draft automatic reply be approved and implemented as soon as possible**Second by Katelyn**
Carried

Motion by Michaels that if he board adopts the monthly board survey, that Katelyn review the results and report back to the Governance Committee with a summary of the results.
Second by Cindy
Carried
9. Capstone Projects Update
Motion by Katelyn to approve the recommendations regarding the Capstone projects update.
Second by Cindy
Carried



10. New Business

- None

11. Adjourn

Motion by Katelyn to adjourn

Second by Cindy

Carried

End 9:18

Next meeting 26 August, 8 am location to be determined.