

Huntsville Municipal Accommodation Tax Association

MINUTES

Meeting held on **Friday February 14, 2020 @ 8:30am**
G8 Meeting Room – Deerhurst Resort

Present: Jesse Hamilton, Jeff Suddaby, Scott Doughty, Matthew Phillips, Kaushal Gandhi, Karin Terziano and Christine Kropp

Staff: Kelly Haywood, Barbara Bloomfield, Scott Ovell,

1. Welcome

Approve Agenda as presented

Be it resolved that the agenda be accepted as presented

Moved by: Matthew Phillips

Seconded by: Scott Doughty

CARRIED

2. Declaration of Conflict of Interest

Jeff Suddaby (Chamber of Commerce) and Christine Kropp (Muskoka Futures) with regards to the RFP Discussion.

Both want to be part of discussion but will not take part in scoring and voting.

Karin Terziano brought up point of discussion that in cases of conflict, being part of the discussion is not allowed as it may seem to be trying to influence the discussion.

Both Christine and Jeff agreed to leave for that portion of meeting. Will move it to the end of agenda.

3. Approval of Minutes

Be it resolved that the minutes from the January 28th, 2020 meeting be accepted as presented.

Moved by: Jeff Suddaby

Seconded by: Christine Kropp

CARRIED

4. Financial and Budget Review

Separate financial meeting held yesterday, update:

- OMRA records all monies for month it was reported for, regardless of when it was collected. Meaning all reported and received columns will have number changes at any given time.
- Add a column, highlight if monthly numbers have changed for easy reference
- OMRA taking 1% from actual monies submitted, prior to reporting
- Scott O to work on Financial audit policy to present
- Moving forward, projections to use Reported and Received, not Reported columns
- Still work to be done to make sense of data – Scott O will work with OMRA to propose a couple different formats to present to this Board

TPA – when will this be finalized

- Scott O to check with Denise Corry to make sure all requirements (in approved by-laws) are met, then monies will be transferred.
- Moving forward, how often should money be transferred over – monthly was the popular vote.
- This will be a smooth process in future, once first one is set and transferred.

Action: Add to next meeting's agenda to review OMRA/Scott reporting.

5. Partnership Program Application Updates

(a) Band on the Run Agreement

- \$20K difference into production of Band
- Original ask for to get a bigger act, with less monies given, the difference is to be put into the production of the concert
- Pay on receipts – need proof that money went for what it was supposed to.

(b) OFSAA

- Nothing has changed from last time
- Province wide strike on the 21st will impact that day, not sure how yet
- Event starts on 19th and 20th out at Arrowhead Park, will go as scheduled

Be it resolved that Jesse Hamilton will sign the agreements after review by this Board.

Moved by: Jeff Suddaby

Seconded by: Christine Kropp

CARRIED

Discussion on whether to allow applications in between intakes – decision to only accept applications during the intake process. We do not want to become a banking process. They must be able to sustain event without our funding.

Need to launch next intake date. Pick two intake dates and stick to them – set criteria. Tabling the date picking process for next meeting to allow time for the RFP discussion on agenda.

6. Administration RFP Discussion

Be it resolved that the Board accepts the Huntsville/Lake of Bays Chamber of Commerce as the organization who will provide administrative service as per terms and conditions set out in the RFP published on January 9th, 2020 (RFP-2020-MAT-01).

Moved by: Scott Doughty

Seconded by: Jesse Hamilton

CARRIED

The Board would like to put a stand alone policy in place surrounding a possible conflict of interest for the Huntsville/Lake of Bays Chamber of Commerce when the spending of the yearly allocation (\$50K) from the HMATA is determined.

7. Short-term Accommodation Update

- Hired Ingrid from Customer Service as the Co-ordinator for this program.
- Not necessarily an inspection – terming it a walk through to make sure all points are met. Only done in the initial phase

8. New Business

9. Closed Session

Meeting did not move into closed session to discuss agenda item 6 – RFP.

Discussion was had that both Jeff Suddaby and Christine Kropp could stay for the discussion part, but not take part in voting or scoring.

10. Adjournment

Be it resolved that this meeting adjourned at 10:40am.

Moved by: Matthew Phillips

Next Meeting: Tuesday February 25th, 2020 – 12Noon at 3 Guys and a Stove