

Downtown Oakville BIA Board of Management Meeting Minutes

Date	December 9, 2024
Location	Zoom Call
Start Time	5:30
Board Members Present	Chair: Kevin Graff, Susan Wayland, Darlene Janeiro, Councillor Janet Haslet-Theall, Lisa Whittall-Chuang, Nancy Robertson, Chantal Ingram, Violet Jameson, Joe Moncada
Staff Present	none
Regrets	none

Called to Order	The chair called the meeting to order at 5:35
Declaration of Quorum	A quorum was declared
Declaration of Conflict of Interest	No conflict of interest was declared
Approval of Agenda	Motion by Nancy Robertson, Second by Chantal Ingram

Agenda Item for Discussion	Discussion & Notes
<i>This special meeting of the board was at the request of Board Chair, Kevin Graff, to discuss 2 matters which fell under “personnel or named individuals” Therefore the meeting was held ‘in camera’.</i>	
Onboarding of two new Board Members	<p>The board announced on the 5th of November put out a call for new Board Members, stating that there would be three Board seats to fill by February 2025. Submissions were received, and candidate interviews were held by the Chair and Vice Chair.</p> <p>In the in-camera session, the board discussed the recommendations of the Chair and Vice Chair for 3 vacant Director positions. The board unanimously supported 2 candidates. Chair to advise the successful candidates. (Addendum: following the meeting it was clarified that only 2 seats were vacant not 3.)</p>
Personnel Discussion	<p>An HR matter was brought to the attention of the Board Chair, Kevin Graff. As such, he led the in-camera session in a discussion of a letter received from staff.</p> <p>Each Board member was given an opportunity to voice their opinions and concerns on the matter. Options on how to proceed were offered by the Chair.</p> <p>The board provided informed direction to the Chair to move forward with a full investigation into the HR matter including the Vice Chair, Chair and former Board Chair, Nicholas Bourikas.</p> <p>A motion was passed to proceed with the investigation and was approved in a majority 8/1 vote.</p>
Meeting Adjourned	9:00 pm
Minutes Prepared By	Chantal Ingram Approved Date: February 5, 2025