

Community Improvement Partnership of Hanover 2018

MINUTES Thursday January 11, 2018

8am | P&H Centre, Boardroom

Committee Present: April Marshall, Julie Whitehead, Hazel Pratt-Paige, Sherri Hagan
Adam Ward, J.D. Lyons
Taryn Hagan, C.I.P. Coordinator

Absent with regrets: Erin Aldridge.

Adam convened

Notice of Pecuniary Interest: none **Business from last Minutes:** none **Correspondence:** n/a

Discussion held on amendments for clarification to the Draft December 14th Minutes. The approved revised copy will be emailed to the committee.

MOTION by J.D. to amend the December 14, 2017 C.I.P. Minutes, seconded by Hazel, ... carried.

MOTION by Sherri to adopt the December 14, 2017 C.I.P. Minutes as amended, seconded by April, ... carried.

Financial Reports & Operations:

Emailed to Committee for review on Jan 5th.

December 2017 C.I.P. Financials were reviewed. Accounts payable and receivable discussed.

December 2017 S&S Financials were reviewed, with discussions on key events.

2018 S&S Budget was discussed, noting savings in several areas will offset increases in others.

Detailed discussion followed. New sponsorship opportunities will open for festival embellishments.

Once final 2017 items have been processed, we will ask for the final December 2017 Financials.

Year End Revenue & Expense Statement [this will be included in the Partnership Agreement]

- o Any year end surplus or deficit will be transferred to/from reserves to balance the Year End Revenue & Expense statement.

- o Annual Partnership contributions will fluctuate based on C.I.P. Budget requirements.

Partnership Agreement: Discussion to add the above notations.

MOTION by Hazel to adopt the Partnership Agreement as amended, seconded by J.D., ... carried.

Amendment will be made, and a final copy will be sent to the committee.

An original will be sent to the three partners for signature.

The final 'word doc' will also be forwarded to the Town for their files.

Coordinator's Report:

Applications for Heritage and Celebrate Ontario grants have been completed. Summer Job Grant is now open until January 31st. Confirmation to attending the FEO conference end of February.

Ad sales for Visitor Guide & Coupons have begun. Discussion on 2018 promo listing for businesses, emailed with follow-up. Summer Radio discussion.

S&S sponsors with list of what we will do, and what sponsors can do to get the best value for their sponsorship. We are also looking into additional partnerships.

Shop & Win numbers discussed, and will share with businesses. Kick off date discussed.

2018 Date: 14th Annual S&S Festival Thursday July 26th to Sunday July 29th. 4th Saturday in July

C.I.P. Mandate: The original 2004 version will be updated, using Page 1 Objectives from the Partnership Agreement.

Hanover Holiday Dollars: Peter Bouius from BDO completed the annual year-end review for unredeemed Dollars, from 2014 to 2017. Cash balances were confirmed, with tracking sheets were sent with the BDO rep, for CIP files regarding the Town's annual year-end review.

MOTION to adjourn: Sherri

(adjourned 9am)

Next Meeting: Thursday February 8, 2018 8am

P&H Centre | Boardroom (reserved ✓)