

Municipal Accommodation Board Meeting

MINUTES

Meeting held on **Tuesday, April 23rd, 2019 @ 3:00 pm.**
Partner's Hall – 37 Main St. East.

Present: Scott Doughty, Kaushal Gandhi, Jesse Hamilton, Christine Kropp, Ken Patel, Matthew Phillips, Jeff Suddaby
Regrets: Scott Aitchison
Staff: Kelly Haywood (Chamber of Commerce), Derrick Hammond (Town of Huntsville), Scott Ovell (Town of Huntsville), Terri Tebby (Town of Huntsville, *recording secretary*)

1. Review of Last Meetings Minutes

- a. Approve Minutes – April 9th, 2019
Motion – Be it resolved that the minutes of the April 9th, 2019 Board of Directors meeting be approved as presented
Moved by: Matthew Phillips
Seconded by: Jeff Suddaby
CARRIED
- b. Follow Up Items
 - i. Transfer Payment Agreement
 - Scott advised that the TPA will be presented to the Town's development services committee meeting on May 15th. He will send the agenda to the board once it is published
 - Scott encouraged board members to attend the development services committee meeting to show their support
 - ii. Continued Administrative Support
 - A staff report will be submitted to the development services committee recommending the Town continue to offer administrative support for 6 – 8 months at no fee
 - iii. Feedback from Guests

2. Non-Share Capital Corporation Set-Up

- a. By-Laws – Background Paper
 - By-laws can be amended by the Board in the future if they wish to make changes
 - It was noted that the following amendment is required: Officers defined in section 38 should read section 34
- b. Adopt By-Laws
Motion – Be it resolved that the bylaws be accepted as amended
Moved by: Jeff Suddaby
Seconded by: Matthew Phillips

CARRIED

- c. Appoint Officers
 - i. President of the Board

Jesse Hamilton expressed interest in the position of President
Motion – Be it resolved that Jesse Hamilton be accepted as President
Moved by: Christine Kropp
Seconded by: Matthew Phillips
CARRIED
 - ii. Vice-President of the Board

Scott Doughty expressed interest in the role of Vice-President
Motion – Be it resolved that Scott Doughty be accepted as Vice-President
Moved by: Jesse Hamilton
Seconded by: Jeff Suddaby
CARRIED
 - iii. Secretary- Treasurer

Christine Kropp put her name forward for the role of Secretary-Treasurer
Motion – Be it resolved that Christine Kropp be accepted as Secretary-Treasurer
Moved by: Matthew Phillips
Seconded by: Jesse Hamilton
CARRIED
- d. Review of Application for Letters of Patent
 - i. Consideration of Corporation’s working name
 - The incorporation papers were presented to the board with the name ‘Tourism Huntsville’
 - The board agreed to incorporate as ‘Huntsville Municipal Accommodation Tax Association’

Motion – Be it resolved that the Corporation’s working name be amended to Huntsville Municipal Accommodation Tax Association
Moved by: Scott Doughty
Seconded by: Matthew Phillips
CARRIED

3. Governance

- a. Governance – Background Papers
- b. Review of Governance Documents

4. Wrap Up

- a. Next Meeting Date
 - Tuesday, May 7th at 1:00 pm
 - Future meetings will take place every other Tuesday at 3:00 pm (May 21st, June 4th, June 18th) in Council Chambers, unless communicated otherwise
- b. Agenda Items
 - i. Adopt Governance Policies
 - ii. Strategy/Master Plan

- In addition to Governance Policies and Strategy, a review of the corporation's 'to-do' list will be reviewed at the next meeting
- A discussion took place regarding the corporations need for insurance, a bank account, an accountant and a lawyer
- Next meeting staff will report back with recommendations on how to proceed with the necessary objects: banking, legal, insurance, and accountant

Motion: Be it resolved that staff be directed to collect quotes for insurance, banking, accountant and lawyer prior to the next board meeting

Moved by: Jeff Suddaby

Seconded by: Matthew Phillips

CARRIED

- The Town currently has an economic development study pending that the board could partner with
- The board discussed the need for a press release and it was decided that at this time it is not required. Will discuss at future meeting
- Airbnb, VRBO and other private vacation rental agencies have been identified in the work plan beginning in 2020. The Town is looking into the steps to including these agencies in the tax. Timeline with regards to collecting the tax from these agencies is late 2020