

# Huntsville Municipal Accommodation Tax Association

## MINUTES

Meeting held on **Tuesday November 26<sup>th</sup>, 2019 @ 3:00pm**  
Mill on Main

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**Present:** Jesse Hamilton, Jeff Suddaby, Scott Doughty, Karin Terziano, Matthew Phillips, Christine Kropp,  
**Guests:** Chirag Patel,  
**Regrets:** Nancy Alcock, Kaushal Gandhi  
**Staff:** Kelly Haywood, Barbara Bloomfield, Scott Ovell, Morgan Richter, Torin Suddaby

### 1. Welcome

Approve Agenda as presented

**Be it resolved that the agenda be accepted as presented**

**Moved by:** Scott Doughty

**Seconded by:** Christine Kropp

**CARRIED**

### 2. Review of Last Meetings Minutes

Approve Minutes – October 31<sup>st</sup>, 2019

**Be it resolved that the minutes of the October 31<sup>st</sup>, 2019 meeting be approved as presented.**

**Moved by:** Christine Kropp

**Seconded by:** Matthew Phillips

**CARRIED**

### 3. Previous Business

#### a. Staff Update

- Draft of Conflict of Interest policy, will present at next meeting
- Banking Plan – sent quote requests to 5 major banks in town, will be able to report at next meeting findings

#### b. MAT Partnership Agreement – Legal Review

- Discussion on a few points to leave in or change
- Soft copy to be emailed out to Board members once revision is made

#### c. Privacy Policy

Be it resolved that the MAT Privacy Policy be accepted as presented.

Moved by: Scott Doughty

Seconded by: Jeff Suddaby

**CARRIED**

### 4. Community Branding Initiative

- Nothing further on this.

### 5. Short Term Rental (STR) Update

- Development Services Committee approved proposal as presented and brought to Council on November 25<sup>th</sup>. Agenda at Council was full, many Councillors have received feedback since the

open houses. Council pushed back to Development Services Committee to re-look at secondary suite allowances.

- Will present again at Council on December 17<sup>th</sup>.
- May affect launch timeline by a month or so – Now looking at May launch.

## **6. Financial Review**

## **7. New Business**

- Timeline Calendar
  - o Application deadline is this Friday, will send all applications to Board members (dropbox, zip file – TBD) for review.
  - o Board to meet December 5<sup>th</sup>, 3pm location TBD – to review and rate each application.
    - Staff will start out in meeting, then move to close session
- Scoring Template
  - o Smaller group to meet between now and December 5<sup>th</sup> to re-work template for scoring

## **8. Closed Session**

- Administration Model – tabled for next meeting

## **9. Adjournment**

**Be it resolved that this meeting was adjourned.**

**Moved by:** Jeff Suddaby

Next Meeting Date – Thursday December 19<sup>th</sup>, 2pm – Mill on Main