

# Huntsville Municipal Accommodation Tax Association

## MINUTES

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

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**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 order that in cases of conflict, being part of the discussion is not appropriate as a director may appear 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 28<sup>th</sup>, 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:

- ORHMA records all receivables 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.
- A suggestion was brought forward to add a column, highlight if monthly numbers have changed for easy reference
- ORHMA takes 1% from actual monies submitted, prior to reporting
- Scott Ovell will 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 Ovell will work with ORHMA to propose a couple different formats to present to this Board

TPA – when will this be finalized

- Scott Ovell 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 determined
- This will be a smooth process in future, once first one is set and transferred.

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

## 5. Partnership Program Application Updates

### (a) Band on the Run Agreement

- \$20K difference into production of Band
- Original ask to hire 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 since the last meeting
- Province wide strike on the 21<sup>st</sup> will impact that day, not sure how yet
- Event starts on 19<sup>th</sup> and 20<sup>th</sup> out at Arrowhead Park, will go as scheduled as far as John Cowan knows

**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 took place regarding the acceptance of applications in between intakes – decision to only accept applications during the intake process. MAT directors agreed not want to appear as a banking process. They must be able to sustain event without MAT funding.

Need to launch next intake date. Pick two intake dates and stick to them – set criteria. The board agreed to table choosing a date until the 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 9<sup>th</sup>, 2020 (RFP-2020-MAT-01).**

**Moved by:** Scott Doughty

**Seconded by:** Jesse Hamilton

**CARRIED**

The Board would like to establish a stand-alone policy surrounding a possible conflict of interest for the Huntsville/Lake of Bays Chamber of Commerce .

**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 25<sup>th</sup>, 2020 – 12Noon at 3 Guys and a Stove