



Hamilton Waterfront Trust

Connecting You to the Water's Edge

BOARD OF TRUSTEES MINUTES

3:00 P.M.

Thursday, July 26, 2018

HWT Boardroom, 47 Discovery Drive, Hamilton

Present: J. Farr, T. Jackson, D. Conley, B. Mueller, T. Jarvis

Delegation Present: T. Egan and J. Davis from BDO

Staff Present: W. Plessl, G. Monaco, A. Pulcins, J. Barlas

1. Call to Order

J. Farr called the meeting to order at 3:10pm

2. Declarations Re: Disclosure of Interest

None.

3. Delegations

2017 Audit - BDO Canada LLP

The Board was in receipt of the Draft Hamilton Waterfront Trust Financial Statements for the year ended December 31, 2017 which were presented by T. Egan and J. Davis.

Board members had a brief in-camera session with the Auditors.

HWT 1066 (B. Mueller / T. Jarvis)

That the HWT Board accepts the Draft Audit Statements as presented.

CARRIED

T. Egan and J. Davis left the meeting after the Financial Statements were accepted.

4. Minutes of Previous Meetings (May 8 & July 11, 2018)

HWT1067 (D. Conley / T. Jarvis)

That the Minutes of the May 8, 2018 Hamilton Waterfront Trust Board meeting be received.

CARRIED

HWT1068 (T. Jarvis / D. Conley)

That the Minutes of the July 11, 2018 Hamilton Waterfront Trust Board meeting be received.

CARRIED

5. **Business Arising from the Minutes**

a) **Declaration regarding Employee Deduction Remittances**

HWT 1069 (D. Conley / T. Jarvis)

That the Declaration for Employee Deduction Remittances be received.

CARRIED

6. **Outstanding Items**

On Agenda

7. **Consent Agenda**

a) **Review of monthly Business Unit Operations (May, June & July 2018)**

The Board was in receipt of the Financial Report for the Business Unit Operations for the month of June 2018.

- Williams sales were good in June at approx. 6% higher than in 2017 and 3.7% higher year to date vs. 2017
- Waterfront Scoops sales were good in June
- Waterfront Grill sales have decreased in June
- Skate Rental sales are the same as last year

HWT 1070 (T. Jarvis / D. Conley)

That the Financial Report for June 2018 be received.

CARRIED

b) **Quotes / Tenders**

None.

8. **New Business**

a) **Introduction of new staff (Dir. of Operations, Bookkeeper)**

- The HWT Board welcomed Gianni Monaco in his new position as the new Director of Operations.
- A. Pulcins informed the HWT Board of our new full time bookkeeper, Suzanne Nguyen.

b) **Presentation of 2017 Financial Audit**

Refer to Item 3, Delegations

c) **HWT Board – Deed of Trust**

HWT Board was in receipt of the 3rd amended Deed of Trust. Direction was given to W. Plessl to provide HWT Board comments to M. Kyne, City Solicitor.

HWT 1071 (D. Conley / B. Mueller)

That the presentation of the revised draft Deed of Trust be received.

CARRIED

d) **Donation Request**

i. **Sweet Retreat**

This program is in its eleventh year and would consist of sending a family, when the child is feeling well enough, on a day's outing to the Hamilton Waterfront.

HWT1072 (T. Jackson / D. Conley)

That the HWT donate to Sweet Retreat, 25 family packages totalling \$3,450.00. The voucher per family consists of the following:

• Waterfront Trolley coupon	\$ 28.00
• Waterfront Scoops coupon	\$ 18.00
• Williams Fresh Cafe coupon	\$ 24.00
• Hamiltonian Tour Boat coupon	\$ 68.00
<u>Total Single Family Cost</u>	<u>\$138.00</u>

CARRIED

ii. **Hamiltonian Tickets**

W. Plessl advised that the HWT continues to donate Hamiltonian passes for Not-for-Profit and Charitable Organizations as deemed appropriate by staff.

HWT1073 (T. Jackson / T. Jarvis)

That the Hamilton Waterfront Trust continues to donate Hamiltonian passes for Not-for-Profit and Charitable organizations as deemed appropriate by staff.

CARRIED

iii. **McMaster Discovery Program**

The Board was in receipt of a request for subsidized Trolley Passes from the McMaster Discovery Program. This program is a free, university-level, non-credit course for adults living in Hamilton who face barriers to higher learning opportunities.

HWT1074 (T. Jackson / T. Jarvis)

That the HWT provide trolley passes (maximum of 20), at a reduced rate, to the McMaster Discovery Program for the 2018 season.

CARRIED

The meeting went in-camera for discussions on legal / contractual matters (T. Jackson / B. Mueller)

9. a) **Minutes of Previous In-Camera Meetings (May 8 & July 11, 2018)**

HWT1075 (D. Conley / B. Mueller)

That the In-Camera Minutes of the May 8 & July 11, 2018 Hamilton Waterfront Trust Board meetings be received in-camera.

CARRIED

b) **SARCOA – Update**

Discussions took place in camera

The meeting moved out of camera (D. Conley/ T. Jackson)

10. **Other Business**

a) **Correspondence (June 15, 2018) from City Re: Posting of HWT Information**

J. Farr informed the HWT Board that this is a standard letter that gets sent out to Not-for-Profit agencies. The HWT is to post the Minutes of Meeting to the HWT website as soon as Board approval is received.

HWT1076 (B. Mueller / T. Jackson)

That the HWT Board Minutes be emailed to Board members following meetings for approval. Once approved, the minutes will be posted onto the HWT website.

CARRIED

b) Executive Director's Report

- i. W. Plessl distributed Music on the Waterfront postcards to the Board for their information.
- ii. W. Plessl informed the Board that the 12th Annual Fishing Derby will be hosted on Saturday, August 11, 2018. Volunteers will be receiving a free lunch for helping with the event.

HWT1077 (B. Mueller / T. Jackson)

That the Executive Director's Report be received.

CARRIED

11. Next Meeting - Tuesday, September 11, 2018

The next HWT Board meeting is scheduled for Tuesday, September 11, 2018

12. Adjournment

The meeting adjourned at 5:15pm.



J. Farr, Chairman
Board of Trustees
Hamilton Waterfront Trust

J. Barlas
July 26, 2018