

**Minutes of Board of Directors Meeting
WindsorEssex Economic Development Corporation**

Date: August 17, 2010

Time: 4:00 pm

Location: WindsorEssex Economic Development Corporation Boardroom

Present:

Lindsay Boyd, Chair

Ron Gaudet, President

Joe Byrne

Mike Mueller

Diane Soucie

Ranjana Bird

Shelley Fellows

Absent:

Roy Verstraete

Dave Cooke

Mike Robinson

Warden Nelson Santos

Mayor Eddie Francis

WEEDC staff:

Patrick Persichilli, Exec VP, WEEDC

Tracy Pringle, Director, Business Retention & Expansion

Lee Anne Damphouse, WEEDC, Board Liaison

Call to order

The meeting was called to order by Chair, Lindsay Boyd, at 4:05 pm

1.0 Declaration of Conflict of Interest

In Camera

2.0 Approval of Agenda

Moved by Joe Byrne, seconded by Dave Cooke, to accept the agenda as presented.

Carried.

3.0 Approval of Meeting Minutes of last Board Meeting

Moved by Mike Mueller, seconded by Joe Byrne, to accept minutes from June 15, 2010 board meeting.

Moved by Joe Byrne to take "in-camera" details of Board Agenda and add section 3.1 to the Board Minutes which will include "in-camera details", seconded by Mike Mueller.

Carried.

4.0 Board Correspondence

No new items were brought forward.

5.0 Board Reports and Committee Business

5.1 Board Chairperson's Report

The Chair, Lindsay Boyd, briefly discussed WEEDC board committees – that relevant committees, as well as sector committees, will be put together based on the strategic planning session held in May 2010.

Lindsay Boyd walked through the following committees:

- Human Resources
- Governance
- Finance

Ron Gaudet noted that some of the current standing sector committees have fulfilled their mandates and will no longer be required.

Lindsay Boyd will contact board members who are absent at the August 17, 2010 board meeting to discuss their terms on relevant board committees. Lindsay noted that some board members have asked for an extension, that they would like to stay on as board members. Lindsay mentioned that under the current by-laws there is a need for a “past chair” position, i.e. chair for a year and past chair for 2 years. Jennifer Shilson can write up an easy resolution. Joe Byrne said that he would be pleased to take on the role as Chair and would suggest that Lindsay Boyd stay on during the transition.

Moved by Joe Byrne to accept the Chairperson's Report as presented, seconded by Diane Soucie.

Carried.

5.1.3 President's Report

The President, Ron Gaudet, spoke briefly about the last six month, specifically regarding the Strategic Plan, and its Roll out (an Editorial Board is set for September 9). Ron noted how critical it is for the region/community to embrace it, provide feedback and claim it as their own. The plan is also accessible via the WEEDC website.

Mike Mueller requested that the board be sent a copy of the strategic plan. Timelines and measurable were discussed. Ron indicated that the plan is a “regional roadmap” that needs to be completed within a 5 year period. By the October board meeting, the WEEDC internal work plan will reflect the 15 month period and will be presented to the board for debate and sign-off – the work plan will include budgets and measurable and will be updated each quarter. Shelley Fellows asked if it was an option to dedicate a section on the board agenda specifically to “Review of Performance and Measurables of Strategic Plan”, and have Ron report on this section at each board meeting. The board agreed that the Strategic Plan will be well received by the community.

Moved by Joe Byrne to accept the President's Report, seconded by Diane Soucie.

Carried.

5.2 Sector Committee Reports

- i. **Manufacturing** – In Roy Verstraete’s absence, Tracy Pringle reported on events surrounding the manufacturing committee, including:
 - a. MRO Sector
 - b. Bio-Auto Council
 - c. Lean Consortium
 - d. Next meeting scheduled for October 4, 2010
- ii. **Agri-Business** – Joe Byrne has assumed the position of “Interim Chair” for the committee in place of Kristen Callow. Joe reported on the upcoming “Look for Local, it’s Worth it” week which is set for August 30 – Sept 4, 2010 and the “Explore the Shore Event” that was a great success. Joe mentioned that the Agri-Sector is starting to receive calls from large companies asking how they can get more involved.

Moved by Shelley Fellows to accept the **Manufacturing** Sector Committee Report (Item 5.2.i), seconded by Joe Byrne.

Carried.

Moved by Joe Byrne to accept the **Agri-Business** Sector Committee Report (item 5.2.ii), seconded by Mike Mueller.

Carried.

5.3 Governance and By-Laws

Moved by Mike Mueller, seconded by Joe Byrne that the meeting move In-Camera.

Carried

- i. By-Laws – No new items
- ii. Relocation Initiative

Moved by Shelley Fellows to move out of In-Camera session, seconded by Mike Mueller.

Carried

5.4 Audit Committee Reports – No new Items.

5.5 Legal Issues – No new items.

6.0 Administrative and Management Business

6.1 Regulatory Compliance Report

Moved by Mike Mueller to accept the WEEDC Management Regulatory Compliance Report as presented, seconded by Joe Byrne.

Carried

6.2 Operational Review

- i. Financial Status and Financial Disclosures**
Financial statements were presented and reviewed.
- ii. Client and Business Development Report**
Patrick Persichilli reported on several initiatives, economic activity, and additional grants coming through in the fall of 2010.
- iii. Legal Issues Report**
Patrick Persichilli reported on taxation and objectives for WEEDC, and year end reporting for Oldco wind-up.
- iv. Partnerships, Stakeholder Engagement Report**
Patrick Persichilli reported on numerous events, CTMA Trade Mission. ITSMA Conference, Farnborough Air Show, Inter-Solar, and how the WEEDC is looking at key industries and sectors based on the outcome of the strategic plan.
- v. Administrative and Organizational Issue**
Patrick Persichilli noted that more professional development funding opportunities will be available for WEEDC staff in the fall of 2010.

Moved by Mike Mueller to accept the WEEDC report and items i, ii, iii, iv and v as presented, seconded by Shelley Fellows.

Carried

6.3 Special Projects and Administrative Reports

i. Strategic Plan Report

Ron Gaudet discussed the possibility of a community event where members of the community sign off on the Strategic Plan making this a “regional document”. This ties together the community’s and the WEEDC’s commitment to the Strategic Plan, as well as building community ownership.

The Work Plan will be prepared and brought to the board for review and approval by October 2010.

Moved by Mike Mueller to accept the Strategic Planning Report as presented, seconded by Joe Byrne.

Carried

6.4 Board Approvals and Direction – No new items

7.0 Other Business - No new items

8.0 Upcoming Events

- Strategic Plan Roll out – Editorial Board
- International Suppliers Fair (IZB) – Germany
- Automotive Foreign Direct Investment Forum (OACA) – Windsor
- Bio-Auto Council – Windsor
- Solar Power International - Anaheim

9.0 Media Events – No new items

10.0 In-Camera Agenda

- Relocation Initiative

11.0 Adjournment

Motion to adjourn the meeting by Shelley Fellows at 5:56 pm, seconded by Mike Mueller.

Carried

Accordingly, the meeting is adjourned at 5:56 pm

CHAIR: _____

VICE-CHAIR: _____