



# MINUTES

## Parry Sound Downtown Business Association

March 14<sup>th</sup>, 2018

Meeting called to order by Mike Puro at 6:25pm

### In Attendance

Board Members: David Coles, Sue Sullivan, Councillor Paul Borneman, Mike Puro, Cathy Downing

Staff: Susan Hrycyna

Regrets: Dora Logan, Karen Hobson

### Approval of Agenda

“Motion to approve the agenda of the March 14, 2018 DBA Board of Directors Meeting”

Moved by: David Coles

Seconded by: Sue Sullivan

Carried

### Approval of Minutes

“Motion to approve the minutes from the February 14, 2018 DBA Board of Directors meeting”

Moved by: Cathy Downing

Seconded by: Paul Borneman

Carried

“Motion to approve the minutes from the March 1, 2018 DBA Board of Directors meeting”

Moved by: David Coles

Seconded by: Sue Sullivan

Carried

### Correspondence

An email was received from Shirlene Johnston with some concerns about bringing free Wifi to the Downtown. Susan will encourage her to attend the meeting on March 21<sup>st</sup> to find out more information.

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## Previous Business

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- a) Salvation Army Community Van
  - Paul met with Gary McNabb and broached the idea of allowing the Salvation Army Community Van to set up in McNabb Lumber's parking lot on Friday and Monday evenings.
  - Gary has a few concerns and Paul is now working on setting up a meeting with Gary, Denis Minor and Scott Allen to work out details and address Gary's concerns.
- b) On This Spot App
  - We received \$1,812 for this project from our MAP Grant application
  - Susan and Nadine Hammond had a conference call with Andrew to go over details on how the app will be designed. Andrew will be in Parry Sound from April 7-14. He has agreed to come to the DBA board meeting on April 11<sup>th</sup>.
  - Susan will invite Mike Morden to be a part of this project. He has valuable historical information.
- c) Website Update
  - Susan met with Daryl last Friday and they have worked on a conceptual design for how the website will look. They will be meeting weekly.

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## New Business

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- a) Review Mileage Policy

### **Resolution 18-08**

"Motion to adopt the DBA Mileage Policy as amended"

Moved by: Sue Sullivan

Seconded by: Paul Borneman

Carried

- b) Executive Administrator's Contract Renewal
  - Susan will talk to Human Resources to see whether an employment contract is required now that Susan is a DBA employee and not a contract worker.
- c) Review Draft Strategic Plan
  - Susan will send out to the membership asking for feedback.
  - There was a discussion about having Closing Gibson Street listed as a priority. It was decided to leave it in the document and have the Beautification Committee discuss the feasibility.
  - The Terms of Reference for an Events and Beautification Committee were reviewed. The Chair of each committee will come to a DBA board meeting to give a report after each committee meeting (4 times per year)
  - Fran from Aquagraphics has created a Wildly Civilized Logo. Out of the 8 options everyone likes #8 with a few minor changes.

d) Date for AGM

- The 2018 AGM will be held on Thursday April 19<sup>th</sup>. Susan will look into booking the Legion for the meeting. Patty has offered to come to present the Strategic Plan.

e) Juke's Lane Update

- Susan and David showed the board the poster proofs for the six boards that will be installed in Juke's Lane. They should be installed by May 1<sup>st</sup> at the latest.

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## Reports

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a) Administrator- Susan Hrycyna. A detailed report is on file.

b) Events – Susan Hrycyna. A detailed report is on file.

- There are 26 paddles and 2 chairs being painted. There were problems last year with businesses not properly displaying the paddles. Susan will make a list of good locations to display them and send them to the board for review.
- Rotary and Mr. Chips are not available for the Craft Fair. Susan will talk to Chris McDonald and Eric Cardy to see if they are interested in running a BBQ to raise money for the Splash Pad.
- A "Wildly Civilized" Street Dance will be planned for July 6<sup>th</sup>, 2019. Susan will book the band The Orangemen to play. A local band can open. The BOCC will be reserved in case of rain.

c) Financial – David Coles. A detailed financial report is on file.

"Motion to accept the financial statements as presented"

Moved by: David Coles

Seconded by: Cathy Downing

Carried

- The budget will be going to Council on March 20<sup>th</sup>. Susan will be present to answer any questions. She will find out if a deputation needs to be done in order to speak. Mike Puro is also available.

d) Council – Paul Borneman

- The meeting to discuss free Wifi in the Downtown is March 21<sup>st</sup> at 5pm in Council Chambers
- Waubeek Street will be completely redone this summer
- The Concillio Group will now be located in the old Manse house by the library.

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## Next Meeting

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The next meeting will take place on April 11<sup>th</sup>, 2018

"Motion to adjourn the meeting was made at 7:38pm "

Moved by: Paul Borneman

Seconded by: David Coles

Carried

Minutes of the meeting were recorded by: Susan Hrycyna, Executive Administrator