



**Downtown Parry Sound Business Association
Board of Management
Minutes
April 9, 2014**

Present: Angelika Distler, Dan McCauley, Katrine Floegel Martin, Dora Logan, Daryl McMurray
Regrets: Brittany Mahnke
Guests: Rob Mens COA, Anne Bossart, Susan Sullivan, Jim Shaw, Alex Distler, Claire Anderson
Staff: Susan Hrycyna

The board meeting of the Parry Sound Downtown Business Association was called to order at 6:31pm by the acting chair, Daryl McMurray

1) **Resolution 14-19**

“That the agenda for the board of directors meeting on April 9, 2014 is approved with the following additions:

- Chamber board position
- Parry Sound summer market
- Kiosk
- Banners and flags

Moved by: Angelika Distler

Seconded by: Dora Logan

Carried

2) **Resolution 14-20**

“That the minutes from the November 13, 2013 In Camera meeting are approved”

Moved by: Angelika Distler

Seconded by: Dan McCauley

Carried

3) The minutes from the February 3, 2014 In Camera meeting were not available.

4) The minutes from the February 12, 2014 In Camera meeting need to have more discussion during an In Camera session. Tabled until May’s board meeting.

5) **Resolution 14-21**

“That the minutes from the March 5, 2014 Special board meeting are approved”

Moved by: Katrine Floegel Martin

Seconded by: Dora Logan

Carried

6) **Resolution 14-22**

“That the minutes from the March 5, 2014 In Camera meeting are approved”

Moved by: Angelika Distler

Seconded by: Katrine Floegel Martin

Carried

7) **Resolution 14-23**

“That the minutes from the March 12, 2014 Board meeting are approved”

Moved by: Angelika Distler

Seconded by: Dora Logan

Carried

8) Guest Presentation on Door’s Open by Anne Bossart

- Parry Sound participated in Doors Open in 2012 and 2013. Anne has registered for 2014 which will be on Saturday September 27. The town has paid the registration fee. In past years various community groups contributed money to pay for posters and maps. This year Anne is hoping to make a rack card that is Parry Sound specific and that can put out all summer saying “Come back in the fall”. She is asking the DBA to help financially with this project.
- Anne doesn’t want to lose the momentum that this event has created over the last two years. It is a great event for a shoulder season,
- There has to be a minimum of 10 sites. If you look on the website www.doorsopenparrysound.com there is information from last year. Anne is planning for 12-15 sites this year. She is also hoping that some of the DBA stores will participate.
- The board will discuss this when they continue their budget discussion.

9) Administrator’s Report –A detailed report is on file. Items discussed in detail by the board members are listed below.

a) Report

- Susan met with Nadine to discuss the Museum’s exhibit “Before the Group of Seven”. Nadine has only had 2 responses to the request for artists and asked if the DBA still wanted to participate. The board felt this is still a great project in order to get some new artwork up in Juke’s Lane and we should go ahead.

Action: Susan will ask Nadine if she put the request out to Artists Round the Sound.

b) Correspondence

- A letter of resignation was received from Brittany Mahnke

Resolution 14-24

“That the letter of resignation from Brittany Mahnke is accepted”

Moved by: Dan McCauley

Seconded by: Katrine Floegel Martine

Carried

- An e-mail was received from Chris Shaw expressing her displeasure with the activities of the film crew during filming of the last movie. An e-mail was also received from Lynn Middaugh outlining the problems and situation. An e-mail was forwarded to Susan containing an e-mail from Lis to Lynn recapping a meeting she held with some of the affected members. Rob Mens spoke about the situation and stated that the town recognizes the problem and in the future will be more diligent in enforcing the bylaws and if necessary calling in the OPP. The board recommended that the production companies be required to pay for a bylaw officer to be on site during all filming. This will ensure they are following the rules as stated in the Film Production guide book. Rob will follow up with Lynn Middaugh with this suggestion.

- The Chamber of Commerce is offering a workshop on Governance Training. The board recommended Susan attend this seminar.
 - A copy of the public notice on the addition of parking meters on Bay Street was received from Tammy Purdy. Numerous e-mail were also received from members about this proposal. A letter will be sent to council stating our position on this issue and requesting that council hold off making a decision until we can gather all of the details and facts.
Action: Susan to draft a letter and send to Daryl for review.
 - An e-mail was received from Susan Poole re: the expansion of the DBA boundaries. The Welcome package for new members put together by Brittany will be reviewed later on in the meeting.
 - Perry Harris from the Chamber has offered the DBA office space in the Chamber offices. Dan is looking into other possible options, there will be further discussion at the next board meeting.
 - An e-mail was received from Tim and Kathy Dryer asking that Lis McWalter be reinstated with the DBA.
- c) Action Plan – the Action Plan has been updated and the following item discussed
- Cloth bags for downtown stores – It was decided by the board members at the March 12th meeting not to continue with this idea.
- d) BEAM Grant application
- Susan suggested the board apply for a BEAM grant to enhance the new website with a professionally made video and professional photographs. We can receive up to \$5000 to cover 75% of the project.
 - This will be discussed further during budget discussions
- e) MAP Grant application
- Susan would like to apply for a grant to install webcams downtown under the town's Municipal Assistance Program.
 - The board agreed to proceed with an application.

10) Events

- a) Downtown Car show
 - The categories for trophies were finalized
- b) Susan would like to conduct a short survey during the summer events using downtown dollars as an incentive. This will be discussed further during budget discussions.

11) Financial Report:

- a) Report Highlights
 - We are still waiting for the accountant to complete the year end. He needs the final payment from GBC. Susan will be going to their board meeting on April 17th and will have an answer after that meeting.

12) Marketing Report – There is no report available.

- a) Ads – The ad for the Chamber directory has been submitted. Susan will be working with Kim from the North Star on the Fun in the Sun ad
- b) Tear Off Maps
 - It was decided to produce a tear off map showing the Painted Chair locations as well as a tear off map of Parry Sound for businesses to give away. The second map will be generic so it can be used indefinitely.
- c) New Member Package
 - Brittany sent Susan the Welcome package. She will make some changes and send out to the board members for comments
 - Once it is finalized a board member will accompany Susan to give out the package and to invite new members to AGM. Susan to finalize a list of the new members.

13) New/Pending Business

- a) Board Position
 - Upon Lis' removal as Chair, Daryl automatically steps into the Acting Chair position. He stated he does not have the time or resources to properly carry out this position.
 - It was reiterated that the board was given direction from the town regarding the procedure for the minutes. The board had agreed to follow the procedural changes recommended and Lis said she would give direction on these new procedures to council. Nothing was received by the town before the March 25th council meeting. Rob requested the info from Lis the Wednesday before the meeting and Lis said she needed board approval before sending it to him.
 - Council also had an issue with the absence of DBA policies.
 - DBA Board Governance will be put on council's agenda for next week's meeting because there are so many questions. Council must follow the Municipal Act which states closed council sessions cannot be discussed unless they agree to bring it into the open session.
 - At this point nothing will go out to membership. The board feels this issue should be addressed by the town not by the board.
 - Angelika stated that she will be sending in a letter or resignation with in the next week. She wanted to finish the year end.
 - Cheque signing authority must be addressed.
 - Katrine stated she is also resigning from the board
- b) Councilor's Report
 - Dan just received an email from Lynn saying we have been approved for funding the consumer and market study. Susan will arrange to meet with Lynn.
- c) Website Launch
 - Daryl will make a final presentation to the board at the next meeting.
 - It should be able to go live however, until one section is complete the members will have to submit any information they want on the website to Susan or Daryl
- d) TD Green Streets
 - There is a Public Stakeholders meeting on Thursday April 17th at 7pm in council chambers. Dan and Susan will attend.
- e) Policies / Insurance

- Rob has been speaking to the town's insurance company and has recently discovered we actually have Director's & Officer's insurance through the town.
 - Rob will confirm what exactly is required from council in order for us to be covered for liability.
 - Susan has found policies for the Sale of Land, and Hiring of Employees. We also have a procurement policy that was prepared by Lis. Angel McMurray will assist Susan in revising them.
- f) AGM
- On hold until the board is re-established
- g) Chamber Board Position
- It was felt that a board member should fill this position so for now we will leave it open. We will invite Perry to come to our board meetings to pass on any information
- h) Parry Sound summer market
- This was very beneficial last summer. Susan will send in an application. The chamber will partner with us.
- i) Kiosk
- Dora would like to have a volunteer in the kiosk this summer
 - David Coles has spent time cleaning it out. There is an issue with the door opening properly.
 - Susan has talked to Brenda at FAD and will get the ripped canopy over for Lee to see if it can be repaired.
 - When it is time to reinstall the poles and canopies Susan and David will assist FAD in order to learn how to put it back together.
- j) Win Win promotion – This will be discussed further during budget discussions
- k) Banners and Flags
- Susan will ask Peter Brown if the town can help us to fix the banners arms that were twisted in last fall's wind storm. The flags on the bridge also need to be readjusted.

14) **Resolution 14-25**

"That the meeting is adjourned at 9:16 p.m."

Moved by: Angelika Distler

Seconded by: Katrine Floegel Martin

Carried

Next Board Meeting: May 12, 2014, 6:30pm, GB Software

Minutes of meeting recorded by: Susan Hrycyna, Executive Administrator