



MINUTES

Parry Sound Downtown Business Association

September 14th, 2016

Meeting called to order by Daryl McMurray at 6:30 pm

In Attendance

Board Members: Daryl McMurray, David Coles, Dan DiNicolo, Dora Logan, Sue Sullivan, Cathy Downing

Staff: Susan Hrycyna

Regrets: Jim Shaw, Councillor Paul Borneman

Guest: Steven Sanderson, Signature Memorials

Approval of Agenda

“Motion to approve the agenda of the September 14th, 2016 DBA Board of Directors Meeting with the following additions:”

- Current board vacancies

Moved by: Cathy Downing

Seconded by: Dan DiNicolo

Carried

Approval of Minutes

“Motion to approve the minutes from the August 10th, 2016 DBA Board of Directors meeting”

Moved by: David Coles

Seconded by: Sue Sullivan

Carried

Guest Speaker – Steven Stephenson, Signature Memorials

David Coles had contacted Steven about making granite blocks for the PS Walk of Fame. Each block will list a movie or TV show that was filmed in Parry Sound along with the name of the starring actor(s).

- Each block will be 20”x20”x 2.5”. This will allow enough room to accommodate all of the information on each star.
- The cost would be approximately \$900 - \$1,100 installed. We would ask the Town to remove the pavers.
- The blocks will be made of black polished granite. There could be a slight slip hazard and this is a concern.

- The wind swept pine should be put somewhere on the stone
- Time frame – it would take 8 weeks to get in the material and 2 weeks to make it.
- Susan talked to Peter when the project was initially discussed. He loved the idea and was completely on board. Susan will update him on what was discussed at this meeting.
- David will talk to Steven about the slippage issue. We need to find an alternate design that is not as polished.

Old Business

a) Downtown Custodian

- The cart is now being stored at GB Software

Resolution 16-15

“Motion to have the contract position of Downtown Custodian end on Friday September 23rd, 2016”

Moved by David Coles

Seconded by: Cathy Downing

Carried

- This year the process was very rushed in order to have the position filled by the beginning of June.
- During the summer there was no support from town staff in keeping the downtown clean. The only cleaning was done by the custodian. This position was supposed to supplement the existent downtown cleaning.
- This will be discussed further by the Downtown Task Team.
- David will put something in the bulletin asking the public to help keep the downtown clean.
- We need an education campaign to educate people about cigarette butts.
- It was suggested we look for a student who has taken an environmental program. Could we partner with GBBR to create a full time job? Another suggestion was to hire a student to work in the kiosk, and have the clean up as a component of the full time job.

Correspondence

An email was received from Karen Hobson, Town Trading Post. There is a terrible smell coming from the storm sewer in front of her store at 59 James Street. The same day an e-mail was received from Peter Brown saying they have discovered the source of the bad smell. The Brunswick has a powered vent that forces air (and airborne grease) into the storm system. Peter has spoken to the building department to see what can be done.

Brad Weiler from the Town has offered the DBA a partnership opportunity for their Sound of Autumn Community Decorating Challenge. Susan will find out more information. We can encourage the DBA businesses to participate

New Business

a) Schedule for 2017 planning

- We will discuss DBA strategies and proposed 2017 events at October's board meeting.

In order to get better feedback it was suggested we have a student going in and observing traffic in the businesses during events when the street is closed.

- The budget process should begin in November. This year the budget will not include the surplus from the previous year. This will allow us to finalize the budget earlier. Once we know what the surplus is, it can be used for capital expenses or special projects.

b) Kiosk Canopies

- One of the canopies has ripped. David Brunatti has given us a quote for two different qualities of replacement fabric. He is only going to charge us the cost of materials.

Resolution 16-16

"Motion to have Brunatti's replace the two canopies at the Information Kiosk with a PVC vinyl mesh for a cost of \$621.50"

Moved by: David Coles

Seconded by: Dan DiNicolo

Carried

- The board would like the canopies to be a light cream or sand colour. They will be made over the winter.

c) Board Vacancies

- Dan suggested we reduce the number of seats on the board from 10 to 8. He feels the DBA looks bad having empty seats on the board.
- It was decided to leave the number of available seats at 10 as most people do not realize we have empty seats.
- One of the Downtown Task Team's recommendations was that the DBA board be skills based. This will be addressed at the Task Team's next meeting.
- Susan will put something in the October's newsletter to try to recruit more directors.

Reports

- a) Administrator- Susan Hrycyna. A detailed report is on file.
- b) Events – Susan Hrycyna. A detailed report is on file. Items discussed:
- It was suggested that downtown business owners need to learn what other downtown businesses sell and what services they offer. Could we do a “Fam” tour in the spring, or a Business after Hours event?
 - Kid’s Halloween Day. We will encourage the business owners to dress up. The kids’ will vote and a prize will be given to best costume.

Resolution 16-17

“Motion to give \$200 in advertising money either with the Moose FM or the North Star to the winner of the best Halloween costume worn by a business owner during Kid’s Halloween Day”

Moved by: Dan DiNicolo

Seconded by: David Coles

Carried

- c) Financial – David Coles. A detailed report is on file.
- Susan will send out a request for quotes for our yearend audit.

“Motion to accept the financial statements as presented”

Moved by: David Coles

Seconded by: Dora Logan

Carried

- d) Chamber – Dan DiNicolo

- The Chamber is still in a precarious financial position. Some new members have joined. The “Made in Parry Sound” event at the Parry Sound Airport’s Fly In was good. They are having some web site issues.
- Chamber’s Business after Hours – Dan has suggested that non-members be allowed to attend.
- Strategic planning will happen in November.

Next Meeting

The next meeting will take place on Wednesday, October 12th, 2016 at 6:30pm

“Motion to adjourn the meeting was made at 8:42pm “

Moved by: David Coles

Seconded by: Dan DiNicolo

Carried

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