



MINUTES

Parry Sound Downtown Business Association

May 9th, 2018

Meeting called to order by Daryl McMurray at 6:28pm

In Attendance

Board Members: Daryl McMurray, David Coles, Sue Sullivan, Mike Puro, Karen Hobson

Staff: Susan Hrycyna

Regrets: Councillor Paul Borneman, Cathy Downing

Approval of Agenda

“Motion to approve the agenda of the May 9th, 2018 DBA Board of Directors Meeting”

Moved by: Karen Hobson

Seconded by: Sue Sullivan

Carried

Approval of Minutes

“Motion to approve the minutes from the April 11th, 2018 DBA Board of Directors meeting”

Moved by: Mike Puro

Seconded by: Sue Sullivan

Carried

Correspondence

None

Previous Business

a) Information Kiosk

- David has opened the kiosk up for the season. The cable for the sails needs to be tightened. David and Daryl will fix it. The grass needs cleaning.
- Mitch and Ryan have agreed to open it on weekends.

b) Salvation Army Community Van

- Paul sent Susan an email with an update on the talks. Denis Miner has had hip surgery. He said he has to run by the proposed move with some other people. Susan will forward the email to Officer Scott Allen to try to get more information.

- We need to start documenting complaints. We could use the webcam to observe activity. Susan will ask Lynda Marshall with Mary Street Centre if she has had any problems.
- c) Executive Administrative Contract Renewal
- This will be discussed in a closed session at the end of the meeting. Susan will be excused during the discussion.
- d) On this Spot App Update
- Susan spoke to Sean who is in charge of marketing. He will have a brochure ready for us to print by May 20th. He will also send out a press release to the paper and radio station. There is also money built into the price for Facebook marketing.
- e) Town Crier Update
- Ten businesses have signed up for advertising and seven hot spots have been confirmed. There are more advertisers interested. At this time it looks like it will go ahead.

New Business

a) Downtown Dollar Policy

Resolution 18-13

“Motion to adopt the Downtown Dollar Policy”

b) Smoking in the Downtown

- The discarded cigarette butts are getting worse. It has been suggested we request Council to pass a bylaw banning smoking in the downtown.
- Susan will send a survey to the members asking for their input.

c) Main Street Revitalization

- The town has received almost \$42,000 for Main Streets Revitalization. This money can be used for a variety of items. Susan will send the document to the board to review.
- The Beautification Committee will be discussing this at their next meeting and will make a recommendation to the DBA Board as to what they would like the money spent on.

d) Walk of Fame Stone

- We need to look at the first stone. It seems very dull. It needs to be polished.
- Northern Rescue, the TV series that will be filmed in Parry Sound this summer, has agreed in theory to purchase a stone for their show.
- We have included the purchase of another stone in our budget. We need another FB survey to decide which show should be put on the stone.

Reports

- a) Administrator- Susan Hrycyna. A detailed report is on file.
- Susan had an additional two meetings today. She met with Catherine Crawford, the location manager for Northern Rescue. Susan will see if there is any way they can be involved in one of our events.
 - Susan and Peter did a walk around of the downtown to discuss work and clean up that needs doing.
- b) Events – Susan Hrycyna. A detailed report is on file.
- We will purchase 250 license plates to give out at the Downtown Car show. They will have red letters on black. Susan will ask for a red sample.
- c) Beautification
- Instead of a few large planters by the light poles, Susan has suggested we offer planters to each business and ask them to plant their own flowers. This will give them ownership of the planters and will hopefully ensure they are watered and looked after. This will be discussed with the Beautification Committee.
 - Susan will speak to Brenda Timmins at Rona to see if we can offer bistro tables and chairs for downtown members to purchase.
- d) Financial – David Coles. A detailed financial report is on file.
- A management letter was received from BDO Canada with two items of concern:
 1. Bank reconciliations should be approved by a second person after the bookkeeper has completed them. Susan will review them and then sign them indicating approval.
 2. There should be account numbers in QuickBooks. We are already using account numbers.

“Motion to accept the 2017 audited financial statements as presented”

Moved by: Mike Puro

Seconded by: Sue Sullivan

Carried

Next Meeting

The next meeting will take place on June 6th, 2018

“Motion to adjourn the meeting to a closed meeting to discuss the Employment Contract for Susan Hrycyna was made at 7:34pm “

Moved by: Sue Sullivan

Seconded by: Karen Hobson

Carried

“Motion to adjourn the meeting was made at 7:54pm “

Moved by: David Coles

Seconded by: Mike Puro

Carried

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