

**Downtown Parry Sound Business Association
Board of Management
Minutes
January 9, 2013
Georgian Bay Software
42 Gibson Street**

Present: Angelika Distler, Lis McWalter, Dan McCauley, Daryl McMurray, Claire Anderson, Perry Harris

Regrets: Shirlene Johnston

Staff: Susan Hrycyna

The board meeting of the Parry Sound Downtown Business Association is called to order by Chair Lis McWalter at 6:33 pm

1) **Resolution 13-01**

“That the Agenda for the board of directors meeting on January 9, 2013 is approved with the following addition

- Update from Dan McCauley

Moved by: Perry Harris Seconded by: Dan McCauley Carried

2) **Resolution 13-02**

“That the Minutes from the December 12, 2012 board of directors meeting is approved”

Moved by: Dan McCauley Seconded by: Angelika Distler Carried

3) Correspondence

- Lis received a letter from Murray Orr requesting that Katrine Floegel Martin represent Orr’s Fine Meat & Deli on the DBA Board of Directors. Susan will send a request to Town Council for approval.
- A thank you card was received from Harvest Share for our tree donation to Festival of the Trees
- Susan presented a proposal from RCC Media for the CN train bridge on Bowes Street. RCC will install an LED sign on both sides of the bridge. The DBA would have the use of a portion of the sign at no cost. Dan will present this to council on February 9th. The board thought this was a great marketing opportunity.
- Susan received an e-mail from Peter Brown. The town will not be able to get a quote from PS Power to have a new hydro outlet installed in the James Street upper parking lot. Susan contacted Jim Shaw at Mr. Electric to get a quote for this service. While they were there, Jim discovered an existing meter and four outlets already installed on the hydro pole. Susan has contacted Brian Emery at PS Power to see whose meter that is.
- Susan received an e-mail from Peter Brown regarding the Welcome to Parry Sound sign that is located beside Newton’s Dry Cleaners. The sign is delaminating and needs to be repaired. The quote for the repairs is \$600. The board agrees that this needs to be done. Susan to let Peter know to go ahead.
- Susan received two e-mails from Susan Poole, owner of 40 Bay Street B&B. Each item was discussed and Susan will thank her for her ideas and reply to her questions and suggestions.

4) Administrator’s Report – Susan Hrycyna. Detailed report on file.

- 5) Action Register Update – The action register was updated.
- 6) Financial Report - Angelika Distler. A detailed report is on file.
 - Angelika is still receiving invoices from 2012. The budget for 2012 overall looks good with some surplus which was intended to go toward 2013 Revitalization initiatives. Details will be provided in the audited statements.
- 7) Chamber Report
 - The Chamber is updating their membership database. Non member businesses have now been added. New intern, Charlotte Penfold, has separated businesses into municipalities and also into categories. The chamber will be able to find out the number of employees for each of these businesses. These statistics will be very valuable to the CEO's and Mayors of the surrounding townships.
 - A round table with Tony Clement is planned for next week. This is for businesses and is invite only. Four workshops and seminars have been scheduled over the next six weeks.
- 8) Chair Report - Lis McWalter. Items discussed in detail by the board members are listed below.
 - Grant for consumer market study. Lis to meet with Kara McCraig of NOHFC to determine key requirements for phase 2 of the grant request. Lis spoke with Cheryl Forth of NOHFC to understand how to move that process forward and indicated that the outcome Cheryl had noted as being important were actually those that were articulated in the grant request. Need to understand if a FEDNOR grant for this initiative is possible and how to approach this.
 - Lis met with Angela from TD bank and found out that TD Bank has a grant available for "greening up an environment". This program called "TD GreenStreets" will match dollars up to \$15,000, and up to half of the applicant's portion can be "in kind" services. Lis applied for the grant for part of the street scaping upgrades in the amount of \$17,600.00. All of the board members support the grant application. We will hear at the beginning of March if our application was successful. Lis will be doing a deputation before council on January 15th to present our street scaping plans as to request the use of the three parking spaces. In addition, TD have a grant called the FEF grant which support greening initiatives in a community. There are no matching requirements for this one and Lis had completed that application prior to learning of the GreenStreets program. We will withdraw that grant request should we be successful in the other.
- 9) Pending business
 - Website Update
 - The web site is progressing well and needs to be populated with data. Daryl will work with Sean next week to start inputting the data.
 - Banners
 - Susan asked if the banners can have air vents put in them. The company said that will actually weaken the banners because the fabric will be cut and will more easily rip. Only 3-5 days is needed for production. Sean is working on putting the Georgian Bay pine into the correct format.
 - Dan's Report
 - Dan was asked at a previous board meeting to find out how much tax is being generated from downtown businesses. He has requested this information from the Town's Finance department and a report will be done by February's meeting.
- 10) Budget
 - The Board reviewed the draft 2013 that was prepared by Angelika based on information provided by the Board and previous discussion specific to the DBA goals for 2013. Angelika

will make the adjustments discussed and distribute to the board members to review. The Board will vote on this budget at the February DBA meeting.

11) **Resolution 13-03**

“That the meeting be adjourned at 8:40pm”

Moved by: Perry Harris

Seconded by: Angelika Distler

Carried

Next Meeting: February 13, 2013 at 6:30pm
GB Software, Rear Entrance

Minutes recorded by: Susan Hrycyna, Executive Administrator

Chair

Date