



**Downtown Parry Sound Business Association
Board of Management
Minutes
April 8, 2015**

Present: Paul Borneman, Dora Logan, Daryl McMurray, David Coles, Jim Shaw, Cathy Downing, Sue Sullivan
Staff: Susan Hrycyna

The board meeting of the Parry Sound Downtown Business Association was called to order at 6:27pm by the Chair, Daryl McMurray

1) **Resolution 15-25**

“That the agenda for the board of directors meeting on April 8, 2015 is approved with the following addition under Pending Business:”

- CN Train Bridge Sign

Moved by: Susan Sullivan Seconded by: Paul Borneman Carried

2) **Resolution 15-26**

“That the minutes from the March 11, 2015 Board meeting are approved”

Moved by: David Coles Seconded by: Paul Borneman Carried

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

- a) Report Highlights / Questions / Resolutions
- b) Correspondence

- An invitation was received from the Town of Parry Sound for their Volunteer Appreciation Night.
- An e-mail was received from Peter Brown regarding a complaint he received about the flags on the bridge being shredded. It was suggested we remove the flag poles. The board would like the flag poles to remain up and it was agreed that we will replace the shredded Canadian flag one more time and then reevaluate if it becomes shredded again.

Action Item: Susan to contact Tony Clement’s office to see if we can get another flag and book Shipman Electric to replace the flag.

- c) The Action Items from the previous meeting were discussed.

- On April 22nd there will be two open public meetings at the Stockey Centre to review the Town's strategic plan.

7) Chamber Report

- Perry Harris was laid off on April 7th by the Chamber due financial reasons. The big push to become a Tourism organization was not as well received as what they hoped for and funding did not come through.
- The Gala is almost sold out.

8) New/Pending Business

a) Webcam

- On April 7th the web cam housing was taken down off of the old North Star building. Unfortunately the camera that is in the housing does not work. We will need to purchase a camera with an outdoor housing, or the specific brand that will fit the existing closure.
- Daryl will give Susan exact specifications as to what we need so she can get quotes. A decision will be made at the May meeting.
- The request for proposals will be done by invitation. GB Software will not be bidding. We will also put it on our website and Facebook page.

b) 2015 Draft Budget

- After reviewing the financial statements the accumulated surplus had to be reduced to \$19,941.00 and the unredeemed downtown dollars reduced to \$1985.
- The cost of the CN Train Bridge media sign was removed and levy increased in order to balance the budget.

Resolution 15-29

"That the 2015 budget with the noted adjusted amounts be accepted"

Moved by: Paul Borneman

Seconded by: Dora Logan

Carried

c) AGM – April 16th

- Susan will send out the agenda, draft budget and financial statements to all members.
- Open Data – Daryl will introduce this concept when he talks about the website.
 - Open data is shared information that will be open and available for the public's use. This will let businesses maintain one record that different websites can draw from. The DBA will be able to access this information for their website. This concept could also be used for an event calendar.

d) Train Bridge Sign

- Tony Romanelli from RRC Media was booked to come and do a deputation to Council on April 7th. When Susan confirmed with him that the DBA only wanted one digital sign on the bridge her sent an e-mail stating they were no longer interested in installing a digital sign and our only option was to have a vinyl skin installed on each side. The DBA would be able to put their message on one side and they were put some advertising on the other side. Susan postponed his deputation until she could talk to the board. Do we want to go ahead with signage on the bridge?

Resolution 15-30

“That the DBA continue working with RCC Media to install vinyl skins on each side of the Bowes Street train bridge with the condition that the DBA will be able to put their message on the east side of the bridge”

Moved by: David Coles

Seconded by: Cathy Downing

Carried

9) Promotional Items

- Susan presented some ideas for promotional giveaways – tote bags and desk cell phone holders. Bags will be ordered when they are offered at a closeout price. Board members will look for another ideas.

10) Kiosk

- David has opened up the kiosk and cleaned out all the old flyers and brochures. He is going to get two recycling bins. The carpet needs to be vacuumed. David will also put up the plaque thanking the contributors, invite Brenda Ryan to see it and then send a picture to the paper.
- Susan to contact David Brunatti to see when the awning will be done.

11) Pitch In Week

- David had a talk with his cadets about community service and their idea was to do a litter clean up in the downtown. It will be done on April 22nd at 6:30pm.

Action Item: Susan will let the members know.

12) Next Board Meeting: May 13, 2015, 6:30pm, GB Software

13) **Resolution 15-31**

“That the meeting is adjourned at 8:12pm”

Moved by: David Coles

Seconded by: Cathy Downing

Carried

Minutes of meeting recorded by: Susan Hrycyna, Executive Administrator