



MINUTES

Parry Sound Downtown Business Association Board of Directors Meeting

March 13, 2024

Doug called the meeting to order at 6:33 pm

In Attendance

Board Members: Tim Dunn, Don Corbett, Doug Wilton, Bernice Anderson, Kaila Stevenson, Meredith McCaffrey

Councill Representative:

Regrets: Chris McDonald

Absent: Dave Williams

Staff: April Denman

Guests: None

Approval of Agenda

“Motion to approve the agenda for this March 13, 2024 DBA Board of Directors meeting with the addition under New Business – Audit

Moved by: Tim Dunn

Seconded by: Kaila Stevenson

Carried

Approval of Minutes

“Motion to approve the Minutes from February 21, 2024 DBA Board of Directors Meeting.”

Moved by: Bernice Anderson

Seconded by: Kaila Stevenson Carried

Conflict of Interest Declaration

None declared.

Correspondence

- No formal correspondence was received.

Old Business

- A letter addressed to the CAO for the Town of Parry Sound, Clayton Harris, was hand delivered requesting support from the Town and OPP due to the increasing concern for safety in the downtown. Letter on file.
- Location for the AGM will be at Parry Sound Public Library at 6:30 on May 8, 2024 with light refreshments. April to send an invitation to the membership.
- Rebecca Johnson has offered to attend a meeting to perform an annual governance review and training for Board members, per Action Plan recommendation. April will work out the best board meeting date with her.

New Business

- Audit has begun with BDO for the 2023-year end. Town of Parry Sound Director of Finance, Stephanie Phillips reached out to BDO about the continued rising cost of our audit, and they have since sent a new engagement letter that aligns with our approved budget.

Reports

Financial: Kaila reports that a financial report was not provided but the bank account is in good standing.

Beautification: Bernice reported that the Beautification Committee was meeting on March 21st and a new beautification plan is pending. A meeting date is being set with Little Gardens to order flowers for the inground gardens.

Events: Parry Sound CruZers would like to join Maple Syrup Festival. April will connect with April McNamara to revise the event planner for consideration and approval to include parking spaces on (lower) James Street.

Marketing: April is meeting with marketing company, Unicorn Rebellion who has done many projects with Patty Hayes to create 9-12 “generic” social media posts aimed at drawing people into the downtown area all year long as we move away from only marking DBA approved events.

Council Representative: Chris is on vacation – no report submitted.

Staff: report on file.

Adjournment: 7:10pm

Next meeting: April 10, 2024 – 6:30pm – Parry Sound Public Library.