

Minutes for Downtown North Bay Board of Management

April 7, 2021

Call to Order

A board meeting of Downtown North Bay was held on March, 2021 at the Chamber of Commerce boardroom and via Zoom. It began at 8:07 am and was presided over by Chair Michelle Trudeau.

Attendees

Voting members in attendance included Michelle Trudeau, Katie Bevan, Barry Klus, Rae Brenne, Dayna Greco, Dave Mendicino, Bev Hillier, Sara Gage and executive director Amber Livingstone.

Regrets: Brannyn Hale, Mac Bain

No guests in attendance.

Declaration of Conflict of Interest

Verbal declaration by Dayna Greco, Rae Brenne and Katie Bevan re: gift card reimbursements via cheque.

1 Acceptance of Agenda

A motion to accept the April 7, 2021 agenda with an amendment to remove the presentation from BDO was made by Katie Bevan and seconded by Dave Mendicino. **Resolution 2021-25**

2 Approval of Minutes

A motion to accept the minutes of the previous March 3, 2021 meeting was made by Katie Bevan and seconded by Dave Mendicino via email. **Resolution 2021-26**

3 Financial Reports

The March 2021 expenses were presented by Sara Gage. With regards to the audit, Sara has provided information that was requested by BDO.

The following resolutions were adopted:

Motion to adopt expenses for March 2021; cheques 1990-2013 totaling \$12,376.40 as presented was made by Katie Bevan and seconded by Dave Mendicino. **Resolution 2021-27**

A motion to accept payments totaling \$1350.00 to London Underground – cheque 1992 re: gift card reimbursement was made by Barry Klus and seconded by Rae Brenne. **Resolution 2021-28**

A motion to accept payments totaling \$800.00 to Rae Brenne – cheque 1993 re: gift card reimbursement was made by Katie Bevan and seconded by Barry Klus. **Resolution 2021-29**

A motion to accept payments totaling \$1125.00 to The FARM – cheque 2007 re: gift card reimbursements was made by Barry Klus and seconded by Dave Mendicino. **Resolution 2021-30**

4 Committee Reports

Beautification & Safety report was presented by Katie Bevan & Barry Klus.

Beautification:

Large mural went up on Main East; 64 feet in length. Thank you to Jimmy Kolios.

Waiting on traffic boxes to be completed; 11 more to go.

Public art map is on the website. Will look at forming walking tour.

Thank you to North Bay Fire & Emergency Services for assisting in removing Christmas lights. All holiday décor is down.

Billboard entering Downtown from Lakeshore looks good.

Will be combining committee meetings at this time.

Safety:

Cheapskate window smashed twice in 2 weeks. Advised Sword Security to check in with their patrollers.

Suggestion to have a conversation with Sword and police regarding increased activity.

Promotions and Marketing report was presented by Rae Brenne.

March Break Bundle; 37 sold.

Committee meetings to be scheduled for remainder of year.

DIAC report was presented by Dave Mendicino.

City staff meeting with redesign team on Friday 9th. Ready to begin public consultation within the month.

Schedule meeting with Board and DIAC regarding consultation.

5 City Councillor's Report

Matt Sookram reached out to talk about the redesign.

6 Redesign of Downtown

Council will vote on Downtown redesign March 9th.

7 Executive Director's Report

- Continuing updates to website; have added a member's section that includes important information for new and existing businesses, Board minutes, etc. Have also created a public art map and filming area. On the site.
- Updated Shopify with March Break Bundle information.
- Presentation March 10th to Living Fit; good discussion on supporting Downtown businesses.
- Still need to schedule appointment to view roll book & update building owner information.
- Firefighters were able to assist with removal of Christmas lights.
- Participating in weekly OBIAA calls; very helpful information and discussions from the twice weekly meet ups.
- Membership newsletter went out March 19th.
- Gave interviews re: new mural, supporting Downtown businesses and March Break Bundle via radio and TV.
- Ongoing social media posts.

Next meeting is scheduled for Wednesday, May 5, 2021 at 8 am.

9 Adjournment

Dave Mendicino moved that the meeting be adjourned, this was seconded by Barry Klus, and was agreed upon at 8:44 am. **Resolution 2021-31**

Michelle Trudeau

Chair, Downtown North Bay

Date of Approval