

Minutes for Downtown North Bay Board of Management

September 7, 2022

Call to Order

A board meeting of Downtown North Bay was held on September 7, 2022 in the 6th Floor boardroom at City Hall. It began at 8:12 am and was presided over by Chair Michelle Trudeau.

Attendees

Voting members in attendance included Michelle Trudeau, Katie Bevan, Dave Mendicino, and Barry Klus. Also in attendance were treasurer Sara Gage, municipal liaison Bev Hillier, and executive director Amber Livingstone.

Regrets: Mac Bain, Rae Brenne, Dayna Greco, and Brannyn Hale

1 Acceptance of Agenda

A motion to accept the September 7th agenda was made by Barry Klus and seconded by Dave Mendicino. **Resolution 2022-34**

2 Approval of Minutes

A motion to accept the minutes of the previous June 1, 2022 meeting was made by Katie Bevan and seconded by Barry Klus. **Resolution 2022-35**

3 Financial Reports

June expenses were for office rent, the passport promotion and petty cash for gift cards redemptions.

Motion to adopt expenses for June; cheques 2200-2209 totaling \$3,930.08 as presented was made by Barry Klus and seconded by Katie Bevan. **Resolution 2022-36**

July expenses were for security, beautification and Visa charges.

Motion to adopt expenses for July; cheques 2210-2214 totaling \$8,010.18 as presented was made by Barry Klus and seconded by Dave Mendicino. **Resolution 2022-37**

August expenses were for 2021 audit fees, Visa charges and petty cash for gift card redemptions.

Motion to adopt expenses for August; cheques 2215-2218 totaling \$7,764.22 as presented was made by Katie Bevan and seconded by Barry Klus. **Resolution 2022-38**

4 Committee Reports

Beautification & Safety: Security moving people along. Police presence: vehicle patrols are visible. Walking and bike patrols less visible. Consider future presentation to Police Services Board. Amber to attend open meeting September 20th. Sara to invoice municipality for security contribution.

Downtown was busy and vibrant this summer. Parking garage has many spiders; Bev to contact Bruce Robertson. Lamp posts also need attention. Kudos to Parks Department for their clean up the morning after Bay Block Party!

5 City Councilor's Report

Consider inviting Brent Kalinowski (CWBS Coordinator) to meeting with new Board.

Sara Gage departs at 9:01am.

6 Executive Director's Report

ONGOING

- Weekly OBIAA calls
- Committee member and future beta tester for OBIAA Customer Relationship management (CRM) software project
- Membership newsletters went out June 9th and 23rd, July 7th and 21st, and August 4th and 18th
- Community newsletters went out in June and July
- Ongoing website updates
- Ongoing social media and Google My Business posts
- Participation in Bay Block Party committee meetings
- \$7,475 outstanding in bonus gift cards as of September 6th

NEW

- Attended 4 educational webinars for social media
- Positive feedback from Food Fest vendors
- Bay Block Party debrief set for September 8th

- Labelled snowflake light toppers for repair, and indication of cool/warm lights
- Working through organizing and inventorying the storage locker
- Designed postcard for Canadore students in house with \$5 coupon

New to Downtown (7)

King of Queen's Cannabis

Studio 59 (located inside of Brainstorm Productions)

LB Town

Endaayaan Awejaa

Cycle Alley

Faceless by Garvey

Bay Creations

Relocating within Downtown (0)

Leaving Downtown/Closed (8)

Harvey Jewellers

MVM Inc. (Magic Vs Machine)

North Bay Potter's Guild

Golden Syria

Tattoos by Zandra

King of Queen's Cannabis

Faceless by Garvey

Bay Creations

VIP Hydroponics

7 Adjournment

Katie Bevan moved that the meeting be adjourned, this was seconded Dayna Greco, and was agreed upon at 9:29 am. **Resolution 2022-39**

Future meetings to be held in person at City Hall. Meetings need to adjourn by 9:15am.

Michelle Trudeau

Chair, Downtown North Bay

Date of Approval