



**BOARD of MANAGEMENT of the Cobourg DBIA**

**REGULAR BOARD MEETING  
AGENDA**

Tuesday, January 9<sup>th</sup>, 2017 at 8:30 a.m  
Conference Room, Victoria Hall

**1. CALL TO ORDER**

Chairperson

1.1 Elections of Chair/Vice-Chair

**2. APPROVAL / ADDITIONS TO THE AGENDA**

Chairperson

**3. DECLARATIONS OF INTEREST BY MEMBERS**

Chairperson

**4. ADOPTION OF MINUTES**

Chairperson – December 5<sup>th</sup>, 2017

Chairperson – Annual General Meeting – December 8<sup>th</sup>, 2017

**5. BUSINESS ARISING FROM PREVIOUS MINUTES**

5.1 Paige to write a letter to Wally Keeler to thank him for his correspondence; the tree however has been taken down.

5.2 Further discussion will be held with Deputy Chief VanderGraff regarding logistics to ensure safety of all staff, patrons, and town residents for the recommended Downtown Safety Campaign.

5.3 Theresa, Paige and Lou to review budget to break out Marketing Budget into separate line items.

5.4 Muhammad will continue to communicate with snow removal companies regarding “wind rows” throughout the DBIA.

5.5 Deputy Mayor John Henderson to confirm with the Clerks Department regarding insurance of the DBIA.

5.6 Paige to seek out new publications regarding previous monthly column. Will reach out to John Draper and Northumberland News.

**6. PRESENTATIONS / DELEGATIONS**

Chairperson

**7. CORRESPONDANCE / COMMUNICATION**

Chairperson

**8. REPORTS**

8.1 Chair Report – Adam Bureau

8.1.1 Closed Camera Session

8.1.2 Terms of Reference

8.1.3 Downtown Flags

8.2 Vice-Chair/Governance Report – Julie Dreyer

8.3 Treasurer Report – Lou Trozzolo

8.3.1 2018 Draft Budget Approval

8.4 Marketing Report – Theresa Rickerby

8.5 Special Events Report – Rino Ferreri

8.6 Beautification/Maintenance Report – Muhammad Kundan

8.7 Membership Report – Dave Oberholtzer

8.8 Coordinator Report – Paige Montgomery

8.9 Council Reports

8.9.1 Councilor Suzanne Séguin

8.9.2 Deputy Mayor John Henderson

**9. GOVERNANCE**

**10. NEW BUSINESS**

**11. ADJOURNMENT**

Next meeting scheduled will be the DBIA Board of Management on February 6<sup>th</sup>, 2018 at 8:30am.

List of Attachments

#	Attachment Description	ACTION
1	December 5 <sup>th</sup> , 2017 Meeting Minutes	
2	Annual General Meeting Minutes – December 8 <sup>th</sup> , 2017	
3	Terms of Reference	
4	2018 Budget	