



<b>BOARD of MANAGEMENT of the Cobourg DBIA</b>
REGULAR BOARD MEETING AGENDA
Tuesday, August 1 <sup>st</sup> , 2017 at 8:30 a.m. Conference Room, Victoria Hall

1. CALL TO ORDER

Chairperson

2. APPROVAL / ADDITIONS TO THE AGENDA

Chairperson

3. DECLARATIONS OF INTEREST BY MEMBERS

Chairperson

4. ADOPTION OF MINUTES

Chairperson

July 4th, 2017 – Attachment #1

5. BUSINESS ARISING FROM THE MINUTES

- Invitation to Brighton and Port Hope DBIAs to the OBIAA training session - Adam Bureau
- Availability of the Market Building for September 6<sup>th</sup>, 2017 OBIAA training session - Adam Bureau
- Letter to Mayor Gil Brocanier and Councillor Debra McCarthy to be presented to the Police Services Board for consideration regarding a pedestrian crosswalk – Adam Bureau
- Discussion with Town CAO, Stephen Peacock, to find a more accessible location to store DBIA items - Adam Bureau
- Find out if fridge and microwave in the Market Building kitchen can be utilized by staff - Adam Bureau/Paige Montgomery
- To approach the town's human resource department to acquire a draft contract for the new bookkeeper - Deputy Mayor John Henderson
- Circulate the Downtown Vitalization Marketing Plan to board members - Adam Bureau
- Meeting of all DBIA committee chairs to discuss a downtown lighting plan for the Christmas season to be then presented at the September MOU - Theresa Rickerby
- Marketing material for Canada150 ArtWalk Event - Emmy Williams
- Discuss budget allocation for logo with treasurer – Adam Bureau

6. PRESENTATIONS / DELEGATIONS

Chairperson

7. CORRESPONDANCE / COMMUNICATION

- Email from restaurant owner – Adam Bureau
- Email from TM Legal re: logo cost – Adam Bureau

8. REPORTS

8.1 Chair Report – Adam Bureau

- Downtown Coalition update: Downtown Vitalization 2017/2018 Market Analysis & Business Attraction Marketing Plan
- Update on committee budget balances
- DBIA banner damage – Attachment #2

8.2 Vice-Chair/Governance Report – Julie Dreyer – No Report

- Victoria Square Phase IV and Public Art Meeting Update

8.3 Treasurer Report – Lou Trozzolo – No Report

8.4 Marketing Report – Theresa Rickerby

- Downtown Marketing Partnership Meeting Update
- Marketing Committee – Expression of Interest for the banner – Attachment #3

8.5 Special Events Report – Rino Ferreri – Attachments #4, #5, #6

8.6 Beautification/Maintenance Report – Muhammad Kundan – No Report

8.7 Membership Report – Claude Harndenne – No Report

8.8 Coordinator Report – Paige Montgomery – Attachment #7

8.9 Council Reports

8.9.1 Councilor Suzanne Seguin – No Report

8.9.2 Council Reports – Deputy Mayor John Henderson – No Report

9. NEW BUSINESS

10. ADJOURNMENT

Next meeting is scheduled for September 5<sup>th</sup> , 2017

List of Attachments

#	Attachment Description	ACTION
1	Minutes July 4 <sup>th</sup> ,2017	
2	DBIA Banner Photo	
3	Expression of Interest	
4, 5, 6	Special Events Report	
7	Coordinator’s Report	