



**BOARD of MANAGEMENT of the Cobourg DBIA**

**REGULAR BOARD MEETING  
AGENDA**

Tuesday, October 3<sup>rd</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

September 5<sup>th</sup>, 2017 Attachment 1

5. BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 Adam Bureau to discuss with Town CAO, Stephen Peacock, to find a more accessible location to store DBIA items - TABLED – to be discussed at next MOU meeting - This item was tabled at August 1<sup>st</sup> meeting from an action item from July 4<sup>th</sup> meeting

5.2 Theresa Rickerby to set up meeting of all DBIA committee chairs to discuss a downtown lighting plan for the Christmas season to be then presented at the September MOU – TABLED - This item was tabled at August 1<sup>st</sup> meeting from an action item from July 4<sup>th</sup> meeting

5.3 Adam Bureau to provide board with MJ's last name.

5.4 Paige Montgomery to meet with Rino Ferreri and Theresa Rickerby individually to discuss Marketing and Special Events budget for 2018

5.5 Lou Trozzolo, Julie Dreyer and Adam Bureau to meet for budgets for 2018

and have reports ready for October's Board meeting.

5.6 Deputy Mayor John Henderson to advise Adam Bureau of the upcoming By-Law Committee meeting and to add him to the agenda for presentation to the committee.

5.7 Adam Bureau to ask at the next MOU if the fall decorations can be left up for most of October. He is to ensure that they are taken down prior to Halloween due to some vandalism in the past.

5.8 Rino has reached out to the Town of Cobourg's Event Coordinator to meet and discuss Christmas Market and Christmas Magic. No response yet. It was suggested that he make arrangements through the Directory of Recreation and Culture. It was also suggested that Rino attend the next Coordinator's meeting on September 21<sup>st</sup> to present.

5.9 Rino Ferreri to contact Dean Hustwick, Director of Recreation and Culture, to set up a meeting with Town of Cobourg's Event Coordinator.

5.10 Rino Ferreri to attend a Coordinator's meeting on September 21<sup>st</sup> to present.

5.11 Paige Montgomery to research the price of t-shirts for the Butter Tart Taste

## 6. PRESENTATIONS / DELEGATIONS

Chairperson

## 7. CORRESPONDANCE / COMMUNICATION

Chairperson

## 8. REPORTS

8.1 Chair Report – Adam Bureau – Attachment 2

8.2 Vice-Chair/Governance Report – Julie Dreyer

8.2.1 Procedure for late arrival of Board Members

8.2.2 2018 meeting schedule for Regular Board Meetings and Committee Meetings – Attachment 3

8.2.3 Approval of Downtown Vitalization 2017/2018 Market Analysis & Business Attraction Marketing Plan – Attachment 4

8.3 Treasurer Report – Lou Trozzolo

8.3.1 2018 Proposed Budget - Attachment 5

8.4 Marketing Report – Theresa Rickerby

8.5 Special Events Report – Rino Ferreri

8.6 Beautification/Maintenance Report – Muhammad Kundan – No Report

8.7 Membership Report – Claude Hardenne – Attachment 6

- 8.8 Coordinator Report – Paige Montgomery – Attachment 7
- 8.9 Council Reports
  - 8.9.1 Councilor Suzanne Séguin
  - 8.9.2 Deputy Mayor John Henderson

9. NEW BUSINESS

10. ADJOURNMENT

Next meeting is scheduled for November 7<sup>th</sup> , 2017

List of Attachments

#	Attachment Description	ACTION
1	Minutes – September 5 <sup>th</sup> , 2017	
2	Chair Report	
3	2018 Meeting Schedule	
4	Downtown Vitalization 2017/2018 Market Analysis & Business Attraction Marketing Plan	
5	2018 Proposed Budget	
6	Membership Chair Report	
7	Coordinator Report	