



BOARD of MANAGEMENT of the Cobourg DBIA

REGULAR BOARD MEETING
AGENDA **REVISED**

Tuesday, September 5, 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

August 1st, 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
- 5.2 Adam Bureau to contact OBIAA regarding a sample agreement for DBIA bookkeeper and Deputy Mayor to speak with Stephen Peacock regarding same
- 5.3 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
- 5.4 Adam Bureau to discuss budget allocation for logo with treasurer
- 5.5 Adam Bureau to also talk to OBIAA regarding the protection of DBIA logos
- 5.6 Paige Montgomery to follow up with the restaurant owner
- 5.7 Paige Montgomery to speak with the bookkeeper regarding the revenue entries
- 5.8 Paige Montgomery will inform the graphic designer that they have been selected
- 5.9 Paige Montgomery to reach out to a local artist as a 3rd judge

6. PRESENTATIONS / DELEGATIONS

Chairperson

7. CORRESPONDANCE / COMMUNICATION

Chairperson

8. REPORTS

8.1 Chair Report – Adam Bureau

- 8.1.1 Art Walk Event
- 8.1.2 Cobourg Tax Payers' Association Breakfast Meeting
- 8.1.3 Cobourg Heritage/Cobourg Walk App
- 8.1.4 Bookkeeper
- 8.1.5 Downtown Coalition Update
- 8.1.6 Downtown Vitalization 2017/2018 Market Analysis & Business Attraction Marketing Plan Update
- 8.1.7 OBIAA Training Reminder
- 8.1.8 2018 Budget Preparations
 - Paige Montgomery to meet with Rino Ferreri and Theresa Rickerby individually to discuss Marketing and Special Events budget for 2018
 - Lou Trozzolo, Julie Dreyer and Adam Bureau to meet for budgets for 2018 and have reports ready for October's Board meeting.
- 8.1.9 Invitation to By Law Officer to discuss bicycles and skateboards on sidewalks
- 8.1.10 Reminder regarding regrets to committee meetings
- 8.1.11 List of businesses open extended hours

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

- 8.2.1 Victoria Square Phase IV and Public Art Meeting Update

8.3 Treasurer Report – Lou Trozzolo – No Report

8.4 Marketing Report – Theresa Rickerby

- 8.4.1 Downtown Marketing Partnership Meeting Update

8.5 Special Events Report – Rino Ferreri – Report to be distributed at meeting

8.6 Beautification/Maintenance Report – Muhammad Kundan – No Report

8.7 Membership Report – Claude Harndenne – Attachment #2

8.8 Coordinator Report – Paige Montgomery – Attachment #3

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 October 3rd, 2017

List of Attachments

#	Attachment Description	ACTION
1	Draft Minutes August 1 st , 2017 (Circulated August 10, 2017 by email to all members)	
2	Membership Report	
3	Coordinator's Report/September Column	

