

A regular meeting of the DBIA Board of Management was held with the following members in attendance:

Councillor Adam Bureau
Deputy Mayor Suzanne Seguin
Erika Cotton
Jenna Fitzgerald
Joan Greaves
Julie Dreyer
Lou Trozzolo
Tracey Gainforth - Staff

REGRETS:
Julie Powell
Amanda Da Silva

MINUTES PREPARED BY Melissa Graham

1.CALL TO ORDER

1.1. The meeting was called to order by Chairperson E. Cotton at 8:30 am.

2.APPROVAL / ADDITIONS TO THE AGENDA

Approval of the agenda

2.1. The following additions were added to the agenda.

- 2021 Draft Budget
- 2021 Event breakdown

DBIA - 107- 2020

Moved by J. Dreyer: THAT the DBIA Board of Management approve the agenda as amended. DBIA - 107 - 2020

Carried

3.DECLARATIONS OF INTEREST BY MEMBERS

3.1. There were no declarations of interest by the members.

4.ADOPTION OF MINUTES

4.1. Regular Meeting Minutes September 3rd, 2020

DBIA - 108- 2020

Moved by Deputy Mayor S. Seguin: THAT the DBIA Board of Management approve the regular meeting minutes dated September 3rd, 2020 as presented. DBIA - 108 - 2020

Carried

4.2. Special Meeting #1 Minutes dated September 23rd, 2020

DBIA - 109- 2020

Moved by J. Dreyer: THAT the DBIA Board of Management approve the special meeting #1 minutes dated September 23rd, 2020 as presented. DBIA - 109 - 2020

Carried

4.3. Special Meeting #2 minutes dated September 23rd, 2020

DBIA - 110- 2020

Moved by Deputy Mayor S. Seguin: THAT the DBIA Board of Management approve the special meeting #2 minutes dated September 23rd, 2020 as presented. DBIA - 110 - 2020

Carried

4.4. Special Meeting #3 minutes dated September 23rd, 2020

DBIA - 111- 2020

Moved by X, seconded by Y: THAT the DBIA Board of Management approve the special meeting #3 minutes dated September 23rd, 2020 as presented. DBIA - 111 - 2020

Carried

5.PRESENTATIONS/DELEGATIONS

There were no presentations or delegations

6.COMMUNICATION/CORRESPONDENCE

6.1. Member Feedback - Black Cat Cafe

DBIA - 112- 2020

Moved by J. Fitzgerald: THAT the DBIA Board of Management accept the correspondence from M. Shultz from the Black Cat Cafe for information purposes; FURTHER that the DBIA Board of Management approve that Chairperson E. Cotton will send a response to the member. DBIA - 112 - 2020

Carried

7.CLOSED SESSION

7.1. Closed Session

DBIA - 113- 2020

Moved by Deputy Mayor S. Seguin: THAT the DBIA Board of Management meet in closed session in accordance with Section 239 of the Municipal Act S. O. 2001 regarding:

s.239 (2) (b): Personal matters about an identifiable individual including municipal or local board employees.

(1) Personal Matter DBIA - 113 - 2020

Carried

DBIA - 114- 2020

Moved by J. Fitzgerald: THAT the DBIA Board of Management move into open session for the completion of the approved agenda. DBIA - 114 - 2020

Carried

8.REPORTS

Chairperson Report:

8.1.1. Changes to Agenda

8.1. The changes to the agenda will reflect the strategic plan, the chair and recording secretary will ensure that moving forward the agenda will look as presented.

8.2. Vice-Chair Report - J. Dreyer - No Report

Treasurer Report - L. Trozzolo

8.3.1. 2021 Draft Budget (Report to follow)

8.3.2. Income Statement and Balance Sheet as of August 31st, 2020

8.3. The treasurer provided the draft 2021 budget to be included in the AGM package.

DBIA - 115- 2020

Moved by J. Dreyer: THAT the DBIA Board of Management accept the 2021 Draft Budget as presented;

FURTHER THAT the DBIA Board of Management directs staff to include it in the Annual General Meeting package to provide to the DBIA membership for information purposes.

DBIA - 115 - 2020

Carried

DBIA - 116- 2020

Moved by J. Dreyer: THAT the DBIA Board of Management accept the income statement and balance sheet dated August 31st, 2020 for information purposes. DBIA - 116 - 2020

Carried

[Draft DBIA budget 2021](#)

8.4. Marketing Report - A. Da silva - No Report

Special Events Report - E. Cotton

8.5. The proposed events and budget were presented to the Board of Management for information purposes. Due to the current pandemic events may be postponed in 2021.

8.6. Membership Report - J. Fitzgerald - No Report

8.7. Beautification and Maintenance Report - J. Powell - No Report

Coordinator Report - T. Gainforth

8.8. The Coordinator Report was provided to the Board of Management for information purposes.

9.COUNCIL/COORDINATOR ANNOUNCEMENTS

Deputy Mayor S. Seguin

9.1. Deputy Mayor S. Seguin will schedule a virtual MOU meeting with the Town of Cobourg's new CAO. The details will follow with the available date for the contacts.

9.2. Councillor A. Bureau - No Report

10.UNFINISHED BUSINESS

11.NEW BUSINESS

12.ADJOURNMENT

12.1. The meeting was adjourned at 10:09 a.m. by Chairperson E. Cotton.

12.2. The next scheduled meeting is November 5th, 2020 at 8:30 am.

DBIA 2021 Draft Budget			
		2021	
		Draft	
		Budget	
	BUDGET 2020		
REVENUE			
Town of Cobourg Tax Levy	180,000.00	180,000.00	Town Levy
Town Wage Subsidy	12,500.00	12,500.00	Wage Subsidy
Vendor revenue		1,000.00	events charges for food trucks
Expense Reimbursement	4,050.00	4,050.00	Summer Student Program?
Fundraising and Sponsorship	11,000.00	10,000.00	Sponsorships**
Net Income	208,350.00	207,550.00	
EXPENSE			
Payroll Expenses			
Total Payroll Expense	58,024.00	62,650.00	
Administrative Expenses			
Amortization Expense			
Accounting & Legal	7,200.00	8,500.00	KPMG, Bookkeeper
Miscellaneous		500.00	incidentals
Courier & Postage	500.00	500.00	stamps, couriers
Fees & Memberships	2,400.00	3,500.00	OOBIAA & Chamber
Interest & Bank Charges	2,400.00	2,400.00	Bank Charges
Office Expenses	1,500.00	500.00	Equipment upgrade
Strategic Planning	3,000.00	500.00	In progress
Board Development	2,000.00	2,000.00	annual board Training with OOBIA
Total Admin. Expenses	19,000.00	18,400.00	
Telephone/Cell/Internet	1,500.00	1,500.00	Cell Phone
Staff Development	800.00	1,000.00	Staff Training and development
MARKETING	25,000.00	15,000.00	Marketing/ Print/Social media /Radio
Special Events	20,000.00	20,000.00	Seven proposed Events,
Entertainment	8,000.00	5,000.00	Music festival and sidewalk sale Events only,
Event Rentals / Supplies	19,000.00	15,000.00	events needs?
Downtown Event Sponsorship	3,500.00	3,500.00	Santa parade possibly?
Total Special Events and Marketing	76,300.00	58,500.00	

Beautification and Maintenance			
Supplies	1,200.00	1,200.00	Cords, Bags,others
Seasonal Decor/Flowers	9,000.00	9,000.00	Contract with Town
Seasonal Decor/ Xmas Lights	5,000.00	16,000.00	Installations by Town for new upgrades
Seasonal Décor	9,900.00	9,900.00	Banners and maintenance
Recycle Bins (MOU)	500.00	5,000.00	MOU Agreement With Town
Maintenance & Repair	5,100.00	4,000.00	Weed control, special events equipment
Utilities - Outside Decor (Hydro)	1,900.00	2,000.00	Hydro For Lights
Special Project (Falconhurst)	12,500.00	6,000.00	Up to Contract through Town
	45,100.00	53,100.00	
Membership			
Annual General Meeting Costs	500.00	500.00	AGM
Member Relations	500.00	2,500.00	Membership
Total		3,000.00	
Website			
I.T. Expenses		2,500.00	Adobe, Spotify
Website Development	1,200.00	1,200.00	updating
Website Hosting	303.10	350.00	Fixed annual
Special Projects	1,200.00		
Web Business Services TOTAL	3,703.10	4,050.00	
TOTAL EXPENSE	203,627.10	202,200.00	
NET INCOME	4,722.90	5,350.00	Reserve
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