

Owen Sound Downtown Improvement Area Board of Management
BOARD MEETING MINUTES
Wednesday, January 17th, 2018 – 5:40 p.m. to 7:26 p.m.
OSDIA Board Room

Present: Chair Parsons, Rodney Rodger, Dianne Mattice, Councillor O’Leary, Jacquie Furtner, Councillor Peter Lemon, Ron Cole, Inspector Fluney

Regrets: Francesca Dobbyn, Jacquie Furtner

Staff: Deb Blackshaw

1. Meeting Call to Order

The meeting was called to order by Chair Parsons at 5:40 p.m.

2. Disclosure of any Conflicts of Interest / Pecuniary Interests

None

3. Confirmation of November 15th, 2017 Board Meeting Minutes

3.1 Approval of the minutes of the November 15th, 2017 Meeting.

Motion: THAT the minutes of the November 15th, 2017 meeting be approved.

Moved by: Rodney Rodgers

Seconded by: Councillor O’Leary

Carried

4. Deputations

4.1 Wil McReynolds – KP9 Interactive – Mr. McReynolds demonstrated the ExplorAR platform that his company has designed. This platform supports Social Augmented Reality Wayfaring Applications. Users can create a profile and drop their own Augmented Stories for others to find. This allows users to create walking tours or history buffs to place information in AR in real time onsite at real places. The built-in AR viewer allows businesses that use the app to create AR content and have users simply aim their device at the enabled marketing materials to bring up extra content - providing analytics for when, where, and for how long ExplorAR's engaged with the content. The Board agreed that this would be a valuable tool for the OSDIA membership and that workshops should be facilitated at Mr. McReynold’s business location to demonstrate the full impact of this platform.

5. Correspondence

5.1 Linda Duncan – Individual Downtown Window Displays – Ms. Duncan hand delivered a letter to the OSDIA office expressing her concern about material that appears in the window of one of our Downtown merchants. The Board agreed that the OSDIA can not dictate to business owners as to the contents of their store windows and Ms. Duncan should be advised to contact the merchant directly.

5.2 Peter Reesor – Owen Sound Chamber of Commerce – Municipal All Candidates Meeting – Deb Blackshaw advised the Board that she had discussion with Mr. Reesor regarding the OSDIA and the OS Chamber collaborating for the All Candidates meeting that will be held prior to the 2018 Municipal Elections. Ms. Blackshaw had also advised Mr. Reesor that the meeting would need to be held the Downtown and that the

OSDIA would have input into the format of the meeting. The Board agreed that we should move ahead with this collaboration.

Motion: That the OSDIA share the cost of the 2018 Municipal All Candidates meeting with the Owen Sound Chamber of Commerce and that the two organization meet, at a later date, to agree on the logistics and format of the meeting.

Moved by: Rodney Rodger

Seconded by: Kathy Hannen

Carried

5.3 The City of Owen Sound's Procedural By-law – Deb Blackshaw advised the Board that the City's Procedural By-law is under review and because the OSDIA is a Board of Management of the City we be required to conform to the new guidelines. OSDIA staff will received training from the City Clerk's Department. The revised By-law is expected to be approved at the February 12th City Council meeting.

6. Election of Officers and Committee Chairs

Election of Officers

6.1 THAT it be moved that **David Parsons** be elected as **Chair** of the Owen Sound Downtown Improvement Area Board of Management for one (1) year, commencing January 17th, 2018 and running until Board elections in January, 2019.

Moved by: Rodney Rodger

Seconded by: Councillor Lemon

Carried

6.2 THAT it be moved that **Rodney Rodger** be elected as **Vice Chair** of the Owen Sound Downtown Improvement Area Board of Management for one (1) year, commencing January 17th, 2018 and running until Board elections in January, 2019.

Moved by: Councillor O'Leary

Seconded by: Councillor Lemon

Carried

6.3 THAT it be moved that **Kathy Hannen** be elected as **Treasurer** of the Owen Sound Downtown Improvement Area Board of Management for one (1) year, commencing January 17th, 2018 and running until Board elections in January, 2019.

Moved by: Councillor Lemon

Seconded by: Dianne Mattice

Carried

6.4 THAT it be moved that **Councillor Brian O'Leary** be elected as **Marketing/Streetscape/Membership Committee Chair** of the Owen Sound Downtown Improvement Area Board of Management for one (1) year, commencing January 17th, 2018 and running until Board elections in January, 2019.

Moved by: Rodney Rodger

Seconded by: Dianne Mattice

Carried

6.5 The election of a Board of Management Policy and Procedure Chair was deferred until the February meeting as two possible candidates were not available for this evenings meeting.

7.0 OSDIA Committee Reports

7.1 Personnel Committee – Rodney Rodger advised that he had nothing to report.

7.2 – Marketing Committee – Approval of the November 7th, 2017 Marketing/Streetscape Meeting

Motion: That the minutes of the November 7th, 2017 Marketing/Streetscape minutes be approved.

Moved by: Rodney Rodger

Seconded by: Ron Cole

Carried

8. Owen Sound Police Services Report

8.1 Inspector Fluney advised the Board that during the month of December there were 120 hours of foot patrol by OSPS officers. Inspector Fluney also confirmed that there has been a re-deployment of traffic officers to the Downtown. On January 6th there was a violent incident in the Downtown for which a very quick arrest was made.

9. Additional Items

9.1 Request for Membership for a copy of OSDIA's Policy Manual - The Board instructed staff to create a Public Copy of the Owen Sound Downtown Improvement Area Board of Management's policy manual with the Personnel and Procedure sections redacted. A .pdf copy of this Public Copy is to be forwarded to the OSDIA Member who made the request.

10. Business Arising from the Minutes of Last Meeting

10.1 Resolution to Closed Session – **THAT** the OSIDA Board of Management move to Closed Session at 6:28 p.m. to consider matters relating to identifiable individuals respecting personnel and membership concerns.

Moved by: Councillor Lemon

Seconded by: Rodney Rodger

Carried

The Owen Sound DIA Board of Management returned to open session at 6:41 p.m.

10.2 – Winter & Summer Festivals – Deferred until the February, 2018 meetings.

11. Treasurer's Report

11.1 Monthly Financial Report - Kathy Hannen gave the Board an overview of the financials at January 17th, 2018.

Motion: **THAT** the Financial report for the period ended January 17th, 2018 be accepted as presented.

Moved by: Kathy Hannen

Seconded by: Councillor O'Leary

Carried

11.2 - 2018 Preliminary Budget - Deb Blackshaw distributed to the Board a preliminary budget document that contained the actuals for 2016, 2017 and the 2017 budget and requested that they have a look at the document and come back with their questions and comments at the February, 2018 Board Meeting.

11.3 – Approval to Pay Annual Membership fees – The Board approved the payment of the Owen Sound Chamber of Commerce and the OBIAA annual membership fees.

12. New Business

12.1 Councillor O'Leary advised the Board that Councillor Koepke has a conflict with our regularly scheduled third Wednesday of the month Board meeting. Councillor O'Leary and Councillor Koepke will advise staff regarding any date conflicts they may have at which time Ms. Blackshaw will poll the Board for an agreeable date.

12. Adjournment

Chair Parsons adjourned the meeting on 7:25 p.m.

Chair Parsons

Next Meeting: Wednesday, February 28th, 2018 @ 5:30 @ OSDIA Board Room