

# MINUTES

Durham Improvement Area Exec. Meeting  
Held on Aug 18, 2022 at 7:00pm.  
@ Just Arts

---

**Present:** Steve Morel, Kate Coburn, Tim Dyck, Susan Tremble

**Regrets:** Doug Hutchinson, Nereda Manion, Connie MacEwan, Kathy Chiu

## Call to Order

The Exec. called the meeting to order at 7:00 pm.

## Agenda:

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**

Tim Made a motion to approve previous minutes, Katie Seconded the motion, approved.

4. **Bike Racks & Benches**

Doug reported by email that he still does not have a date when the Bike Racks & Benches will be in.

Steve will contact Kodey to find out more info on delivery date.

5. **Banking**

We discussed about possibly setting up etransfers with the bank for payments. It was decided not to do this. We will keep paying bills by cheque.

6. **Homecoming**

Tim reported that 5 Submissions were sent in for the Selfie contest. Tim will determine the winners and will contact them about picking up their prizes. Tim will also contact Connie about posting the Selfies on Facebook.

Susan will look after taking down all the homecoming bows.

7. **Ad Space**

It was decided that the Social Media sites will be exclusive to town wide events only – no individual events.

## 8. **Library Partnering**

The Library has asked if the BIA would like to add to their welcome package to New residents moving into town.

Tim will look after getting stickers printed to stick on the chocolate bars that say – welcome from the BIA.

## 9. **Communication Jobs**

Tim asked for clarification on who looks after communication.

- Tim is in charge of emails & Website. The Color Jar's phone number will be taken off the website.
- Connie is in charge of Instagram & Facebook.
- Tim & Connie are the only administrators on the accounts.

## 10. **Brochures**

Steve is going to call a special meeting for the design of "Town of Durham" Brochures. These will be available to hand out at businesses and also go to the library to include in the welcome packages.

Everyone is asked to bring your ideas for the brochures to the meeting.

## 11. **Halloween Event**

West Grey is planning a Halloween Event as per Kodey's email.

They are asking for sponsorship from local businesses.

Steve is going to respond to Kodey that we are not agreement with asking local businesses for sponsor money.

Instead - we are going to send out an email asking businesses if they want to participate in decorating store fronts and handing out candy on the Sat. before Halloween to coincide with the West Grey event.

## 12. **Adjournment**

Meeting adjournment @ 8:30

