

REGULAR MEETING OF THE  
PANAMA CITY DOWNTOWN IMPROVEMENT BOARD  
**MONDAY January 7, 2019 at 830AM**  
501 Grace Avenue

1. **CALL TO ORDER-** NICK BENINATE – officiating, LIANE HARDING, JANE LINDSEY, PAM ARMSTRONG, KIM SYFRETT, CATHERINE SHORES, DARYLE BURKEY
2. **CHAIRMAN’S REPORT-** Nick Beninate seeks feedback from the Board, as well as the public assembled, about the direction of the current efforts to attract new/existing businesses into the Historic District. Director recommends utilizing the existing CRA application/approval process for the proposed sign grant program. Board discusses merits of offering a percentage of sign balances vs. flat amounts, and whether or not to extend the program to existing businesses. Board decides to budget \$7500 initially, with \$3570 removed from previously budgeted amounts for Impact Fee Assistance and Advertising respectively, and the potential Sign Grant amount is 50% of the CRA-approved applicant’s share of the sign balance, up to \$500. Kim Syfrett makes the motion, Liane seconds. Unanimous approval.
3. **FINANCIAL STATEMENT-** Director shares to the board that he has been overpaid since October 1,2018 (fiscal year day 1), and was corrected the previous week when discovered through the city Personnel Department and Accounting. Board discusses options about repayment, agrees to leave it to Director on how the difference is repaid. No vote.

Nick requests Director to follow up with the City Accounting Dept to discover where the missing classifications are from the Budget Performance Report.

4. **NEW BUSINESS:**
  - **Website Needs/Traffic Discussion–** Director requests personal information from the board members who aren’t represented on the website. Director requests assistance gathering Merchant data from Kim, who had offered to help. No vote.
  - **Online Storage for Documentation -** Director recommends following the protocols used by the city and DPC for their online storage, which is Google Drive Enterprise. It is a secure server, paid by a monthly subscription fee. Kim Makes the motion accept as proposed, Liane seconds. Unanimous approval.
  - **Visit Florida Renewal-** Was revealed after the agenda was posted that Visit Florida had given all current subscribers a free extension due to the storm. No expenditure discussed at this time.
  - **Main Street renewal-** Liane motions to go ahead an renew, Kim seconds. Unanimous approval. Jane mentioned that since Kara and Melanie have both expressed interest in participating in the Main Street Program; board requests each to come in and discuss.
  - **Martin Theatre Street Film discussion-** Barb (Martin Theatre Director) wants to produce a film night in the middle of Harrison Avenue March 15<sup>th</sup> in conjunction with Northstar Church. The DIB would not be financially responsible for anything at this juncture; just offering technical and logistical support for the event. Possible financial assistance will be discussed once more details are finalized. No vote.
5. **ADMINISTRATIVE UPDATES-NONE**
6. **REMINDERS/CALLS OF ACTION- next meeting Jan 28, 2019 at 501 Grace Avenue @8:30 am**
7. **ADJOURNMENT**