

REGULAR MEETING OF THE
PANAMA CITY DOWNTOWN IMPROVEMENT BOARD
MONDAY March 25, 2019 at 8:30AM
501 Grace Avenue

1. **CALL TO ORDER-** NICK BENINIATE – officiating, CATHERINE SHORES, LIANE HARDING, JANE LINDSEY, PAM ARMSTRONG, KIM SYFRETT, DARYLE BURKEY
2. **CHAIRMAN’S REPORT-** Follow upon Daric’s departure.
3. **FINANCIAL STATEMENT-** Nick - Financial update are included for review. Little over \$100,000 in tax revenue has been received and is on pace.
4. **Public Participation-** None
5. **NEW BUSINESS:**
 - **Update on Gateway Park–** Catherine- Fountain is running, wiring is being installed. Improvements are at around \$3,750, budgeted \$5,500. Discussed sodding the park. Additional \$2,000 was approved for increase cost of sod and placement. Motion approved.
 - **Director Pending Tasks-** Follow up on financial audit, website update and record keeping on Google drive. Discussed procedures for checks requests. Bills for 413 Harrison were discussed and costs will be forwarded to the city for possible reimbursement. Follow up on Regions and First Florida banking accounts.
 - **Update on Admin Position-** Contract for Mike Hays was submitted by Kim at a rate of \$1,000 per month. Position would be a fluid position depending on time required to preform tasks.
 - **Directors Last Day-** Daric last day would be today. Followed up with a discussion of keys and what needs to be done at the damaged DIB building. Mike will get with Daric if he needs anything in the future.
6. **ADMINISTRATIVE UPDATES-** Daric – Discussion of damaged trailer. Will be discussed at future date.
7. **REMINDERS/CALLS OF ACTION-** next meeting April 8, 2019 at 501 Grace Avenue @8:30 am
8. **ADJOURNMENT**