

REGULAR MEETING OF THE
PANAMA CITY DOWNTOWN IMPROVEMENT BOARD
MONDAY March 11, 2019 at 830AM
501 Grace Avenue

1. **CALL TO ORDER-** NICK BENINIATE – officiating, CATHERINE SHORES, LIANE HARDING, JANE LINDSEY, PAM ARMSTRONG, KIM SYFRETT
2. **CHAIRMAN’S REPORT-** No report.
3. **FINANCIAL STATEMENT-** New accounts are open with First Florida Bank, signatories Nick, Pam, and Catherine. Board directs staff to transfer \$25,000 from the Regions account to FFB, \$10,000 in checking and \$15,000 into savings.
4. **NEW BUSINESS:**
 - **Director exit plan and pending tasks**– Auditors seem to have all the data they require. Daric will complete the merchant pages for the website. Aaron Rich will then be the POC for the site. All Board members are to be added to all social media platforms. Video blog post for the Wine Dog will be completed and posted. The Board was informed by Commissioner Haligas that the City is removing the July 4th planning from the DIB, and moving it to a private promoter. Utility accounts for 413 Harrison need to be transferred into the City’s responsibility as soon as possible; Jared Jones is getting the information on how to proceed. There was discussion about how to handle the forwarded DIB phone number, but no decision. Injury Settlement Release has come back, and a new check from the FFB needs to be cut and mailed.
 - **Staffing options** - Options are hire a new Director, a part-time administrative person, or leave it empty and the Board pick up the duties. Daric recommended hiring Mike Hays as a part-time admin person to handle the tasks assigned him. Mike has requested to be a flat-fee based subcontractor, rather than an hourly employee. The Board discussed the value, and Kim volunteered to handle the creation of the legal outline of the position for the purposes of the 1099 classification. Daric will begin training him next week, in advance of the March 25th meeting. Liane makes a motion to have Kim/Daric create the contract/job description for the next meeting, Pam seconds. Unanimous approval.
 - **Gateway Park-** Catherine informs the board that she has spent less than \$2000 of the \$5500 previously allotted to date. The city is no longer providing sod for the park; Daric has requested a quote from McCall Sod Farm, as well as tree stump grinders and lawn/fountain maintenance companies. No Vote.
 - **July 4th Sponsorship-** This wasn’t an agenda item but was brought up for vote based upon the dialog with Commissioner Haligas. Catherine makes a motion to give \$5,000 to the City for their event budget. Jane seconds. Unanimous approval. Liane left early to open her store.
5. **ADMINISTRATIVE UPDATES-NONE**
6. **REMINDERS/CALLS OF ACTION-** next meeting March 25, 2019 at 501 Grace Avenue @8:30 am
7. **ADJOURNMENT**