

**Meeting of the Board of Portland Main Street
Wednesday, January 13, 2010
Cheeky Monkeys, Kent St, Portland, MI**

Present: Georgie Trappen, Diane Smith, Joel Vanslambrouck, Wanda Urie, Chuck Dumas, Patrick Reagan, Kathy Parsons

Meeting called to order at 8:05 am.

Agenda was adopted as presented. Minutes of the previous meeting were accepted and placed on file.

Joel welcomed Chuck Dumas to the board.

Treasurer's Report:

- Purchase orders reimbursing Patrick training attendance reimbursements and newspaper advertising bill for Holiday Fest totaling \$1,144.70. Diane moved to accept the report and recommend purchase orders to the DDA for payment. Kathy supported. Motion carried.

Work Plans

- The work plan latest drafts were discussed. Consensus on substance, final drafts will be presented for action at the next meeting.
- RFP for Market Study is completed and the final draft was presented for discussion. The template used is recommended by Michigan Main Street. The board discussed the benefits we received from the Hyatt-Palma study last done in 2003, and what we might benefit from updated information. Kathy moved to approve the RFP for substance pending redacting for details, and to request funding. Chuck supported. Motion carried.
- Rummage Sale fundraiser: Proposed by O & F to have a city wide rummage sale the weekend before the city-wide cleanup. Consensus was that it was viable and should be explored further. Julie will take it back to O & F.
- Joel presented an idea to get a family recruiting packet together targeting the influx of Spring Hill GM workers moving here with their families, including businesses, realtors, schools, etc., to entice them to move to Portland. Joel will spearhead the effort, with the EDC. Consensus was to go for it.
- State evaluation. Patrick gave an overview of the state's evaluation.

- Joel, Patrick and Tom got together and arranged for salt barrels throughout downtown to facilitate clearing of sidewalks. This will be communicated to downtown businesses.

Manager's report.

- Patrick will put together a packet of menus, coupons etc., for participants of the January 21'st Main Street training at City hall. Approximately 80 participants are signed up to date.
- Laura Krizov is exploring having an O & F / P & M training in October here.
- February 24th & 25th will be our volunteer recruitment and retention training provided by the Main Street program.
- Holidayfest went very well. Great feedback from businesses.
- Patrick talked with Tom and the assessor. Decline in property values will make about 5% less revenue for the next year.

Meeting adjourned 9:06 am.