

Meeting of the Board of Directors, Portland Main Street Wednesday, December 9, 2009 @ Cheeky Monkeys, Kent St, Portland, MI

Present: Julie Clement, Kathy Parsons, Georgina Trappen, Joel Vanslambrouck, Diane Smith, Rush Clement, Wanda Urie

Julie asked to put a discussion of December meetings on the agenda. **The agenda was adopted as amended.**

Georgie moved to accept the minutes of the previous meeting. Julie supported. **Motion carried.**

Georgie distributed the financial report and monthly purchase orders. Julie moved to approve the purchase orders. Kathy supported. **Motion carried.**

Work Plans:

Design Committee:

- At least one objective will have input from, and will cooperate with, each committee.

O & F Committee:

- Chairs of each committee will be tapped for input on website content, press releases, and an Orientation DVD and annual recognition event.

ER:

- Design and ER will coordinate on Host Business Seminars for content, O & F for promotion.
- The market study is still an item necessary to the success of the program in general and businesses in particular, and will require the help of all the committees to promote and develop.
- Opera house will coordinate as needed with Design and O & F
- Downtown vacancy will coordinate with O & F for website support.

P & M:

- A spring event, Pay Day and Holiday Fest will require help from O & F for promotion of the event, as well as attendance by committees.
- Discussion of an event calendar hosted by Main Street for community events, business sales and events, etc., that could be updated by the organizations and businesses, and a marketing coalition with other groups as well. Collaboration between O & F and P & M.

Committee questions: None

New business:

- As discussed previously, Chuck Dumas was approached to join the Main Street Board, and has accepted the invitation.
- Need to begin reporting board's volunteer minutes. Next month we will be prepared for that.
- The board workplan should include discussions about videos similar to the Michigan Main Street video to assist in recruiting, marketing, etc. Members will begin outlining what they would like to see for the project.
- Manager's report was emailed, as were upcoming trainings. Participation is encouraged.
- Accredited Tech Visit is in the works. Conference call was Monday, and is scheduled for late January or early February.
- Oktoberfest report deferred. Consensus was to make the report in writing so it could be looked over more thoroughly.

Julie suggested that businessowners and participants become so busy in December that the December meetings become less productive than they could be. Georgie moved to change the bylaws to reflect 11 meetings a year. Julie supported. **Motion carried.**

Respectfully submitted
Kathy Parsons, Sec'y.