

**Meeting of the Portland Main Street Board
Wednesday, August 05, 2009 at 8:00 am
Cheeky Monkeys, Kent St, Portland**

Present: Julie Clement, Wanda Urie, Rush Clement, Joel Vanslambrouck, Georgie Trappen, Patrick Reagan, Kathy Parsons

Main Street Self-Assessment is added to the agenda under new business.

Julie moved to approve the agenda, Georgie supported. Motion carried.

Julie moved to approve the minutes of the previous meeting with changes proposed. Georgie supported. Motion carried.

Treasurer's report

Georgie distributed the financial report and monthly purchase order requests. Julie moved to approve the report and recommend the purchase orders to the DDA for payment. Rush supported. Motion carried

Old business

P & M is amending their work plan for reallocating funds from one line to another for Third Fridays and cancelling the Rediscover Downtown promotion, because it will not be done this year. Julie moved to recommend changes to the DDA. Georgie supported. Motion carried.

New Business

- Annual Meeting/Election of Officers
 - The Board Chair and the Secretary positions are up for re-election for 2-year terms. Julie moved to continue Joel and Kathy in their positions to continue the foundation of the program. Georgie supported. Motion carried.
 - Assessment of Yearly Goals and Accomplishments. Two are still outstanding, but will be collected and submitted by Friday's deadline.
 - Strategic Planning/Annual Retreat Sunday, November 1st at Cheeky Monkeys. O & F will find a volunteer to take minutes. Julie and Kathy will prepare the agenda.

- MMSC/Main Street contract

- Julie had a question about the insurance requirements, and specifically who are the parties to the contract, the Main Street Program, the City or the DDA. Julie moved to recommend to the DDA and/or City to sign the contract. Kathy supported. Motion carried.
- Michigan Downtown Conference
 - \$160 for registration. Sept. 15 & 16 in Downtown Lansing. Registration deadline is upon us. Julie moved to recommend up to 5 registrations for the conference to the DDA to be paid. Wanda supported. Motion carried.
- Oktoberfest
 - Rush moved to approve up to \$1300 for liquor liability insurance. Wanda supported. Motion carried.
- August 27th is the Accreditation Celebration.
- Website Content Management System
 - Patrick has been working with the web provider so that others can update the site. Cost is \$120.00. It will be invoiced and presented for payment next month.

Committee questions.

None

Manager's report:

- Small business training will be held this month at City Hall. Over 40 people attended our last seminar with them.
- Oktoberfest update: License is being made, raffle license – same. 5K Run route is mapped out, Playmakers will be helping with logistical supplies and support.
- Radio advertising is in the works.
- Patrick will cc everyone on the annual and monthly reports he submit online.

Wanda and Diane met to review bylaws, and email their report to the board ahead of the next meeting for discussion at the meeting.

Kathy moved to adjourn, Julie supported. Motion carried.

Next meeting, Wednesday, September 2, 2009 at 8:00 at Cheeky Monkeys.

Respectfully submitted,
Kathy Parsons, Secretary.

