

Meeting of the Board of Directors of Main Street Wednesday, July 1, 2009 Cheeky Monkeys, Kent St, Portland, MI

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

Meeting called to order at 8:04 am.

Agenda adopted as published.

Minutes from the June meeting were accepted and placed on file.

Treasurers report:

Georgie brought us up to date on the expenses and revenues.

Julie moved to approve the purchase requests. Wanda supported. Motion carried.

New Business:

- Georgie reported that the DDA approved carrying over certain money from last year that are ongoing projects, pending supporting changes in workplans.
- Main Street Manager spending authority was clarified. Non-workplan issues and past misunderstandings and their outcomes were discussed. Consensus is to adopt a temporary spending authority, pending completion and adoption of the policies. Georgie and Julie will put a policy together for the next meeting.
- Julie moved to grant permission to the Oktoberfest committee to apply for the appropriate liquor license for the event. Kathy will send Patrick a copy of last year's application for reference.
- Discussion on adding links to work plans and minutes to our website in the redesign. Rush reported some of the great ideas they saw in Calumet. Thought it was maybe too much detail and might turn people off, or make potential volunteers think they were not needed. More study is needed.

Committee Report Questions:

- Wanda asked about way finding signs. Mockups are on the way from a couple of companies and staff is making recommendations for sign erection at different locations.
- O & F is recruiting volunteers, and Oktoberfest planning is well underway.
- Diane believes that two upcoming Main Street sponsored trainings in Oakland would be instructive. Diane & Patrick would like to attend the July seminar and Diane would like to attend the August seminar. Motion by Julie to fund the registrations, Joel supported.

- Pay Day receipts are being turned in, and merchants are keeping up. Georgie reported that they have had to order more envelopes and forms to keep up with demand.

Manager's Report:

- Rush and Patrick will present what they learned in the Calumet seminar at the next quarterly forum.
- Manager's moving expenses have been moved into the proper line item.
- Oktoberfest has received two sponsorships already just from the letters sent out. Phone calls and face-to-face marketing is next.
- Our Main Street ER committee sponsored Marketing your Business on July 21st at City Hall is being marketed. Businesses in Portland will have first crack at registrations, as they will go fast for this seminar.
- Kathy moved to approve the Manager's vacation as requested. Julie supported. Motion carried.

Board member comments:

We have to set the date for our annual meeting. This year's meeting will be August 5th, and hereafter will be at our June meeting.

Our committee self-evaluation will be due July 21st to Patrick so we can go over them in August.

Online applications for awards at the downtown conference are due at 5 pm today. Members will nominate appropriate programs.

Wanda suggested we look at having us become members of the Michigan Historic Preservation Network. The annual dues are \$75.00, and they have vast resources we can use. Julie moved to adopt. Diane supported. Motion carried.

Meeting adjourned at 9:04 am.

Next meeting, Wednesday, August 5th at Cheeky Monkeys at 8:00 am

Respectfully submitted,
Kathy Parsons, Secretary