

Minutes
Organization & Finance Committee
August 19, 2009, 7:00 p.m. (City Hall)

I. Call to Order

Meeting was called to order at 7:05 p.m.

II. Attendance

Joel VanSlambrouck, Patrick Reagan

(Note: due to illness and vacations, attendance was abnormally light for this meeting)

III. Approval of Minutes

IV. Director's Report

Patrick reported that the planning for Oktoberfest was going well. Sponsors have been gained. The raffle license application has been submitted and the liquor license will be submitted after a meeting with the City Manager and the Police Chief.

Patrick also reported that the possibility of an exemption for the health permit does not exist for the Portland DDA because, according to the Ionia County Health Department, a nonprofit must have 501 c 3 status and an accompanying letter from the IRS. However, we can still cook and package the hotdogs in a licensed kitchen and bring them to the site so long as no processing or cooking takes place at the site itself.

V. Work Plan Review & Update

a. Objective 1 - Conduct public relations for Main Street.

Project 1 – Press releases

Patrick reported that press releases have gone out for the MI SBTDC trainings as well as for the upcoming accreditation celebration.

Project 2 – Website

No report.

Projects 3 – Facebook, etc.

No report at this time.

Projects 4&5 – On the Street; Main Street Gab

No report at this time.

Project 6 – Manager articles

Patrick has submitted some articles, but this project has lapsed somewhat due to Oktoberfest planning and other events. He has reported that he will be submitting two articles for editing and print in September.

Project 7 – Accreditation celebration

Permits

In Directors report.

Food and Beverages/ Costs

The City has an account at Tom's that they can use for the food and material purchases for this event. Hot dogs, buns, condiments, pop, paper plates, and napkins will be purchased for this event. Joel has spoken with Lisa about he and Patrick helping her with this part of the event. Patrick has agreed to speak with Tom Antaya and he will work with Tom to order food. Cheeky Monkeys will donate 75 hot dogs and buns, and Main Street will purchase the rest. Food and pop will be purchased for 200 servings from Tom's.

b. *Objective 2 – Develop a funding plan*

Project 1 –Funding plan

No report

Project 2 – Oktoberfest

Permits

Applications for the 50/50 raffle have been submitted. The liquor license will be submitted pending a review with City officials.

Sponsorships

Sponsorships have been gained with Mid Michigan Radio (Tent Sponsor), Fleis and Vendenbrink (Entrance Tickets), Duff, Chadwick, and Associates (Food and Beverage Tickets), PCMI (general donation), G and B Pools (Entertainment Sponsor), and Midwest Business Equipment (Poster Sponsor). Midwest Business Supply will be producing the food and beverage tickets as well as the entrance tickets. More sponsors are still being sought at this time.

5K Run

The race route has been planned. A meeting will be taking place with the sub committee to gain volunteers, to produce flyers, and to promote the event. This subcommittee will include Joel, Patrick, Pat Duff, Mary Scheur, and Bill and Nicki Badgero.

Volunteers

c. *Objective 3 – Volunteer recruitment and training*

Project 1: Annual event

No report

Project 2: Recruitment manual & plan

No report

Project 3: Quarterly forums

Patrick and Rush will be presenting at the next Quarterly Forum in September.

VI. Member Comments

a. Volunteer hours

i. Joel – 6

ii. Jim – ?

iii. Malcolm - 0

- iv. Julie – ?
- v. Mary Ellen – 2
- vi. Holly – ?
- vii. Aaron – ?
- viii. Rush – ?
- ix. Nikki Badgero – 4
- x. Lisa - 3

Total O&F: 17 hours

- b. Other comments.

VII. Next Meeting

The next meeting will be held on September 16, 2009, 7:00 p.m., City Hall

VIII. Adjourned

Meeting was adjourned at 7:50 p.m.