

**Portland Main Street Economic Revitalization Committee**  
**Minutes**  
**November 19, 2009, 8:00AM**  
**Cheeky Monkeys Coffeehouse & Bakery**

Attendance: Diane Smith, Ed Bishopp, Bernie Pelc, Kory Blastic, Michelle V  
Missing: Terry Frewen  
Staff: Patrick Reagan

**Old Business**

**New Members Search:** no action

**Business Seminar Series:** Patrick reported on the success of the training and feedback received from the seminars.

**Business Assistance Team Project:** Smith reported on the results of the survey with Social Networking, Marketing, Business Funding coming up as the top interests of downtown business owners. The committee decided that the results need to be taken to the businesses as a report by the committee members along with a seminar list of upcoming seminars scheduled in response to the survey. Reagan will check with the SBTDC and DLEG on the possibility of them hosting local general seminars and indepth seminars. The committee suggested the idea of a social networking class with a lab option follow-up as an option and/or a referral for someone to get it set-up on their computer. In regards to the permitting and zoning assistance and education needs expressed on the survey, the committee suggested that we consider a document of overview, a quick-points sheet, and a zoning document referring to page numbers in the zoning ordinance.

**Market Analysis:** Patrick passed out sample RFP's and the committee discussed the community's needs. Patrick and Diane will meet to review the RFP's and make a proposal for an RFP to the committee at the next meeting. Smith and Reagan identified that RFP's can vary by 1) focus groups versus survey's, 2) consultant work versus community work, and 3) consultant help after the analysis to plan next steps.

**Opera House Revitalization Sub-Committee:** Diane is to check with Bernie on a date access the upstairs and set the new committee meeting accordingly.

**Volunteer Hours Reported:**

1. Ed: 3 hours
2. Diane: 2 hours
3. Terry: 2 hours
4. Bernie: 3 hours
5. Michelle: 2 hours

**Year Calendar:** Jan 21, Feb 18