

Meeting of the Board of Directors, Portland Main Street
Wednesday, July 12, 2011 Cheeky Monkeys – 8:00 am

Present: Chuck Dumas, Kathy Parsons, Joel VanSlambrouck, Julie Clement, Rush Clement, Nikki Sunstrom

Meeting called to order at 8:03 am

Approval of the Agenda:

Moved by Julie, supported by Chuck to adopt the agenda as published. **Motion carried.**

Approval of the Minutes from the June 2011 Main Street Board Meeting

Moved by Chuck, supported by Kathy to approve of the previous meeting's minutes. **Motion carried.**

Treasurer's Report

Revenue and expenses were discussed. Moved by Julie, supported by Rush to accept the Treasurer's Report. **Motion carried.**

Old Business

- Request for up to \$500.00 to Purchase a Flip-style video camera for Main Street Events – O&F Comm.
 - Julie reported that the unit researched received the best reviews for sound and video, and that the units, as Main Street property, would be available for committee workplan work and events to Board and Committee members only. Moved by Joel, supported by Rush to purchase the camera as proposed. **Motion carried.**

New Business

- Report: Request to Amend DDA Budget to Accept Checks for the 2011 Riverfest Sponsorships. There is no other organization to receive the pass through, and sponsors have begun making checks out to Main Street for advertising, logistical items, etc. There would be no disbursement without corresponding income.
 - Annual Report to the MMSC, Self Assessments, and August 26th "Check In".
 - The board requests the agenda for the meeting.
 - Patrick reminded board members to complete the online survey in advance of August 1st. The board is required to attend.
 - Reminder: Volunteer Recognition event – Thursday, July 14, 2011 – Two Rivers Park, 6:00 pm
 - Julie recommended Diane Smith as Volunteer of the Year. Nikki supported. **Motion carried.**

Committee Report

- Organization and Finance – Julie
 - Julie needs a volunteer to take over the Main Street Gab, long term funding and volunteer recruitment plan. Needed to complete that work are reports requested of the chairs.

Committee Questions

- Economic Revitalization – Diane
- Promotions and Marketing – Nicole
- Design Committee – Kathy

Manager's Report

- Meetings/ Conferences/ Trainings
- Report: Portland Main Street – MI SBTDC Workshop – "Fundamentals of Business Marketing" –

June 21, 2011, 6:00 pm

- Portland Main Street – MI SBTDC Workshop – “Team SBA Roundtable” – July 19, 2011 – 1:00 pm
- Portland Pay Day – June 15–August 31
- Report: Cooperative Radio Advertising Campaign from WION
- Report: 136 and 140 CDBG Application
- Report: Manager’s Office Phone Change
- Reminder: Manager’s Vacation – July 22 to August 1, 2011
- 2011 RiverFest planning

Adjournment 8:45 am

Next Meeting: Wednesday, August 10th at 8:00 am at Cheeky Monkeys

Respectfully submitted

Kathy Parsons, Secretary