

Meeting of the Board of Directors of Portland Main Street, Wednesday August 10, 2011
Cheeky Monkeys, downtown Portland – 8:00 am

Present: Julie Clement, Diane Smith, Kathy Parsons, Chuck Dumas, Patrick Reagan, Nikki Sunstrom, Joel VanSlambrouck, Rush Clement

Meeting called to order at 8:05 am.

Diane moved to adopt the agenda as published, Julie supported. **Motion carried.**

Julie moved to approve the previous meeting's minutes. Diane supported. **Motion carried.**

Treasurer's report:

^ Purchase orders were discussed. Diane moved to approve payment of the purchase orders requested, totaling \$4,831.62, and accept the treasurer's report. Rush supported. **Motion carried**

New Business:

^ Liquor license – Oktoberfest.

Committee decided to move Oktoberfest to October 29th to avoid Michigan/Michigan State game. This also gives an opportunity to tie the event into Halloween activity opportunities for Promotion & Marketing. Julie moved to apply for the appropriate Special Event Liquor License for Oktoberfest. Rush supported. **Motion carried.**

^ Raffle License – Oktoberfest. A raffle license is required for the proposed 50/50 fundraising raffle curing Oktoberfest. Diane moved to apply for the appropriate license, Nikki supported. **Motion carried.**

^ Patrick reported that the MMSC Annual report is due today, and will be done on time. Also, Patrick reported that MMSC is accommodating board members who cannot make the August 26th Check In, but will require participation from the remaining board members. Board members committed to attending.

^ Patrick reported that four board members have signed up so far for the Downtown Conference, and that Patrick will reserve the rooms and handle the registrations to take advantage of early-registration deadlines.

^ Reschedule September Main Street Board meeting. Many scheduling conflicts for September's meeting. Consensus was to move the meeting to September 7th.

^ Great American Main Street Award application.

Michigan Main Street will pay the \$150 fee for the application, and will contribute the bulk of the writing. We will send them a commitment letter before August 19th. Consensus still supported the application. We will have to contribute facts, figures and photos. Julie suggested committee chairs look over the judging criteria again and write a short story of their committee's contributions to their criteria.

Economic Revitalization Committee

Diane reported that the committee is looking at market study and how it can guide in the business

recruitment efforts. They are looking at a business-to-business program also. Opera House Revitalization efforts are going forward with a community meeting September 17th 10 am at the Library. Adaptive reuse and who determines it. Future role of the committee and what steps. Other seminars and presentations are in the planning stage. Diane reports that they feel they are ahead in their workplan.

No questions for other committee chairs.

Managers report.

^ Small Business Round Table attendance was light, which was disappointing, given the amount of good information and resources they brought. Patrick commended Diane in that we are the only organization in Portland hosting such business resource seminars and programs.

^ Pat Duff will lead a seminar in Business Legal Issues through the SBTDC.

^ Diane and Patrick spoke of the ICEA's partnership with The Right Place in Grand Rapids and how we can use that as a resource.

^ Receipts are pouring in for Pay Day.

^ CDBG Application for PCMI is on track in the process. August 24th should be the approximate start of construction.

^ Riverfest planning is on track. One organization seems to be catching up to their commitment to bring things in line. Wine the Walk is all ready to go.

^ Oktoberfest is on track, date is changed.

Julie moved to adjourn, Nikki supported. **Motion carried.** Meeting adjourned at 8:52 am.

Next Meeting, Wednesday, September 7 at 8:00 am at Cheeky Monkeys.

Respectfully Submitted:

Kathy Parsons, Secretary