

GARDEN CITY DOWNTOWN VISION – BOARD MEETING – 9/19/11

Members Present: Nicole Lucas, Shawn Myers, Curt Kinney, Diana Machotka, Bev Glass, Roxie Sperry, Shonda Collins, Julie Christner, Marty Nusser, Michelle Mayo, Kaleb Kentner

Nicole Lucas called the meeting to order at 5:45 p.m.

Nicole asked for questions or comments on the **Consent Agenda**. None. Nicole then added 2 items under New Business – Liability Insurance change that Shawn will address and the K of C situation with Fall Fest. Nicole asked for further additions or deletions. None. Nicole called for a motion to accept the Agenda. Shawn so moved. Roxie seconded. All approved, the motion carried and the Agenda was accepted.

Nicole asked for questions, additions, deletions or comments on the **Approval of Minutes**. None. Nicole called for a motion to approve the minutes. Diana so moved. Curt seconded. All approved. The motion carried and the minutes were accepted.

Nicole then turned the meeting over to Curt for the Treasurer's Report

Treasurer's Report – Curt Kinney

Curt began his report with the transfer of monies from 1st National Bank from Savings and Checking into Western State Bank. He clarified with Bev and both accounts were put into checking at WSB which has a balance of \$30,566. Curt asked Bev about the final numbers for FallFest. Bev stated that the amount was almost \$12,000. Curt stated that 10% of the revenue from FallFest will be put into GPCU savings as per board approval.

Curt moved onto IWW's. There is approximately \$34,000 available. Bev stated that we can accrue up to \$40,000. Some discussion amongst the board about possibilities for IWW's monies.

Curt then stated that our cash position looks healthy until the end of the year due to the success of FallFest.

Curt called for questions on the financials. Shonda asked about the insurance payment...whether it was a monthly payment or yearly. Shawn explained that it was yearly. No more questions.

Nicole then called for a motion to approve the Treasurer's report. Roxie so moved. Shawn seconded. The motion carried and the Treasurer's report was accepted.

COMMITTEE REPORTS

ER – Arlene DeCardenas (not in attendance) Bev Glass and Curt Kinney

Due to Arlene being out of town, Bev took the report with Curt's assistance. ER's next step is utilizing the recruiting packet that was completed. Bev stated that it is felt that 1 building at a time is going to be concentrated on for 2nd story renovation and rental. Some discussion about which properties to start with for 2nd story renovation. Bev stated that a proforma will be developed with costs, taxes, etc., for the building owners so that there are answers to questions that building owners will have on the restoration and rental.

Dollar General building was discussed as being the building concentrated on for rental. ARC Real Estate's Susie Fuller has all of the specs on the building. Diana then brought up that some of the FallFest Vendors may be interested in a seasonal type store front.

DESIGN – Bruce Glass (not in attendance) – Curt Kinney

Curt stated that the Banners are on the poles and commented about how much quality art was submitted. Banners come down on October 21st and are cleaned and set to be hung at Samy's on November 4th.

Curt stated that the research portions of the Master Plan and Streetscape were completed but that each needed to be written and formatted for presentation. Discussion then turned to CIP (Capital Improvement Plan) and that Curt and Bruce attend those meetings and anyone who is interested can also attend.

PROMOTIONS – Michelle Mayo

Michelle began with Third Thursdays. There will be a sheet going out to merchants with ideas of what they can offer during the event. Discussion then moved to the logo(s) for Third Thursdays and FallFest that were inadvertently commissioned from Tiffany and completed without board approval. A bill was received for \$157.50 for both logos and Bev stated that the billing was past due before she knew anything about having the logos done so she paid the bill.

Michelle stated that Promotions Committee was not even aware that the logos were done and upon receiving the logo for Third Thursdays, the committee did not like how it was done. This was a mix-up with co-leadership on the committee and possible miscommunication. Regardless, two logos were done and billed and the bill was then paid. Michelle will contact Tiffany with more direction to see if she is able to formulate a logo for Third Thursdays that more reflects what the event is supposed to be.

The \$157.50 had to come out of the budget for posters for the year. The year had \$200 budgeted for posters.

Discussion then went to FallFest entertainment and the start time possibly being moved to 10 a.m. Bev mentioned the possibility of a drum line contest for next year and asking

the sponsor to go higher for the contest. Bev then discussed the boxing possibly wanting to bring in 10 teams and having that be the “main” event for next year.

ORGANIZATION – Julie Christner

Julie began with the Mid-Year board retreat; however, that event was tabled until next committee meeting. Bev wanted the board made aware that this is coming and we will have details for them at the next meeting.

Julie then brought up that board member recruitment is going to become very important. Nicole stated that there are 3 members who could be leaving. Curt is one of them and he stated he must step down due to length of time on the board. So there will be at least one member. Julie called for the board to look for names to submit.

Julie then spoke about Membership Retention and Growth and asked the board if they would be willing to make Thank-You calls to members. Marty suggested that he appreciates a card and Julie said that Bev already does that but we want to make sure that our members know how much we appreciate their support. By the beginning of October Julie will distribute 7 to 8 names to the board members to call and touch base/thank our members. Would like the calls done by the end of October. From there then visits with Bev will be made starting in November.

Discussion went to a public (Telegram) thank-you for our FallFest sponsors. Was felt that that would be about \$500 for a ¼ page. Shonda and Curt both felt that since it was not budgeted that the board not move to spend any additional monies. Bev did state that photos were sent and emailed to sponsors and they all had the posters with their names and logos.

PRESIDENT’S COMMENTS – Nicole Lucas

Nicole began her comments with FCPA letter. There is a new direction with the Windsor. A letter went out about having a restaurant on the bottom floor and the upper floor being for non-profits. The letter spoke about funding this with grants and applying for Mariah Funds.

Bev mentioned that she has already been approached about possibly taking over the Electric Bill on the office. She stated she asked that that not go into effect until the next fiscal year as our budget is set. (7/2012). The board then discussed the possibility of Shawn putting together a finance committee to check into costs of operation at current location as opposed to another location. Shawn then discussed what the finance committee could encompass including trying to solicit long-term funding.

Nicole then brought up that Finney County Economic Development will be holding a board retreat on Friday that Nicole and Bev will be attending. Bev stated that Economic Development, CTB and the Chamber will be discussing public and private funding. Bev

said that she feels she needs to attend and any one else on the board can attend if they so choose.

Nicole then discussed Kansas Main Street. Bev stated that Kansas Main Street office will not be filling Mary's position so will be running with one person for now. Bev found out this week that she was to be required to be involved in an additional day of the symposium to be held in October and that she had not been planning to attend. Would have added at least one day away onto her trip and increase expenditures. Was decided by the board that we could not afford extra expenditures at this time and that Bev should attend what had been planned in advance only.

The board then collectively discussed the advantages and disadvantages of continuing to belong to Kansas Main Street. Costs for required meetings, yearly, are already at between \$3,000 - \$4,000 per year

Nicole then discussed the mid-year board evaluation she had with Bev. Bev had expressed to her that she needed some flexibility in office hours to keep up with paperwork. Options were discussed and it was decided that a note on the door as to what time the office will be opened, should be put up and work will resume on making the back room into a work space for Bev.

VICE PRESIDENT'S REPORT – Shawn Myers

Shawn didn't feel much else needed to be discussed, but wanted to say that everything went well and the event was great. Shawn also thanked everyone for their hard work. Curt then thanked Shawn for all of his hard work to getting the event organized and running without a hitch.

EXECUTIVE DIRECTOR'S COMMENTS – Bev Glass

Bev began with Kansas Leadership Edge. She stated that she enjoyed the classes and it was a different approach than she had ever seen. Bev said that she urged them to do another round of courses.

Bev then discussed the Economic Development Retreat, Friday, September 23rd from 8 a.m. to noon at the GCCC Beth Tedrow Endowment Room. Meeting will be about public and private partnerships and is an open forum. Bev and Nicole will be attending and the board is also welcome to attend.

INFORMATION AND APPROVALS

OLD BUSINESS

Nicole stated that there was no old business that we needed to discuss and the board agreed.

NEW BUSINESS/DECISIONS/APPROVALS

Nicole then turned the meeting to Shawn to discuss the insurance change. Shawn found a non-standard, new carrier for our General Liability insurance for a better

rate and no brokerage fees that will save us \$120 a year. New amount due will be \$729 instead of \$926. D & O insurance will still be through Hartford.

Nicole then moved to the K of C and asked if the board was aware of what had occurred. Not everyone was aware. Shawn continued. Bev had sent the K of C a letter. He phoned Jake Dechant and was referred to Tony Falconer. He discussed the amount of \$2,000 with Tony and that amount was verbally agreed upon. Marty did ask Shawn if a contract had been signed. Shawn said no and that contracts will be signed from here on out. The K of C was issued a timeframe with payment invoice and when it came time to pay, said that there board only approved \$1,000 and that is all that we received.

The board had discussion about how to handle our vendors and sponsors from here on out and Bev stated that all big sponsors/vendors will receive a contract and deadline for payment that will occur before marketing materials are produced. Having a food court without K of C was discussed and the GCCC's meat judging team doing Barbeque was discussed. Discussion also centered around lining up sponsors with a commitment and contract right away for next year and Bev felt that was doable.

No more discussion or business remained. Nicole called for a motion to adjourn. Shonda so moved. Marty seconded. All approved and the motion carried to adjourn the meeting at 7:30 p.m.