

# DOWNTOWNMANISTEE

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## Board Meeting Minutes

January 14, 2015

### Call to Order

The Chair called the meeting to order at 9:02 am

### Members Present

Brandon Ball, Valarie Bergstrom, Rachel Estabrook, Barry Lind, Todd Mohr, Jeff Reau, Sara Spore, Shari Wild

### Members Absent

Colleen Kenny (excused)

### Also Present

Patrick Kay (Executive Director), Brittany Hoszkiw (Michigan Main Street), Dianna Wall (Manistee Area Chamber of Commerce)

### Approval of Agenda

There was a MOTION by Mr. Ball, supported by Ms. Spore, that the Agenda be accepted as presented. MOTION CARRIED

### Public Comment

None

### Approval of Minutes

There was a MOTION by Ms. Bergstrom, supported by Mr. Mohr, that the minutes from the regular meeting on December 10, 2014 be accepted as presented. MOTION CARRIED

### Treasurers Report

It was noted that the December Check Register, the Balance Sheets and Profit and Loss Report had been previously distributed.

Discussion was held on the Sleighbell Financials. It was noted when an invoice is created, the software program automatically puts it in the report. Ms. Estabrook reported the \$2,500 donation from DTE Energy and \$1,000 donation from Edward Jones was not received in 2014.

There was a MOTION by Mr. Lind, supported by Mr. Ball, to accept the Treasurers Report with two adjustments, remove the \$2,500 donation from DTE Energy and \$1,000 donation from Edward Jones from the 2014 Sleighbell Financial Report, and place on file. MOTION CARRIED

### Marketing & Promotions Committee

It was noted the Marketing & Promotions Committee met, but no minutes were received, they should be available for February meeting. The meetings are on schedule and that committee is organizing for upcoming events. They are working on the work plans, on a downtown brochure and the co-op advertising campaign. Frostbite Saturday will be held on February 25 so as to not conflict with the snowshoe stampede. Information is online for the event, there will be a chili cook off, musicians, games, frozen turkey bowling, ice corn hole and snowball fights.

### Organization Committee

It was noted that the minutes from the Organization Committee had been distributed. The Minutes were reviewed.

#### Design Committee

This committee did not meet because the chair has a conflict with the meeting dates. The committee will now meet the 4<sup>th</sup> Tuesday at 8:30 am.

#### Economic Restructuring Committee

It was noted the minutes from the Economic Restructuring Committee had been distributed. The minutes were reviewed.

#### Other Business

##### Creation of 501c3

Discussion was held on creation of 501c3. It was noted that one or two people should research creating a fund with the Manistee County Community Foundation and one or two people should research the process of applying for 501c3 status. This item was tabled until the February meeting.

##### Façade Grant Payment to the Historic Vogue Theatre of Manistee in the amount of \$5,000

Mr. Kay reported he reviewed the budget and the \$5,000 for the Vogue Theatre Façade Grant can be moved from the Economic Restructuring Committee Budget. The majority of the money under the Economic Restructuring Committee was allocated for advertising which can be done online. He noted the Historic Vogue Theatre did apply for a \$5,000 Façade Grant which was approved.

There was a MOTION by Mr. Reau, supported by Mr. Mohr, to approve the \$5,000 Façade Grant Reimbursement to the Historic Vogue Theatre of Manistee, with the funds coming from the Economic Restructuring Committee Budget. MOTION CARRIED with Mr. Lind Abstaining.

Mr. Kay reported the Façade Grant Application and Guidelines have been revised. Previously there was not a timeline to complete the approved project. That presented a challenge for the budget for this program and overcommitted funds. He noted \$5,000 was approved for Mattewson Upholstery which has not been paid yet as they have not completed their project. The new guidelines require the applicant to start their project within three months of being approved.

##### Review of Current Financial Status of Manistee Main Street/DDA

It was noted the an updated budget had been previously distributed. Mr. Kay reported the highlighted orange is ongoing expenses that will change between now and the end of the year. The highlighted yellow is the same as the budget item.

#### Public Comment

none

#### Adjournment

There being no further business to be brought before the Board, the meeting was adjourned at the call of the chair at 10:30 am

Respectfully submitted on February 11, 2015

Brandon Ball, Secretary

1 14 15 minutes approved at the MSDDA meeting on: \_\_\_\_\_