

# DOWNTOWNMANISTEE

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## Board Meeting Minutes February 11, 2015

### Call to Order

The Vice Chair called the meeting to order at 12:00 pm

### Members Present

Brandon Ball, Valarie Bergstrom, Rachel Estabrook, Colleen Kenny, Barry Lind, Todd Mohr, Jeff Reau

### Members Absent

Sara Spore (excused), Shari Wild (excused)

### Also Present

Patrick Kay (Executive Director), Sean Bradley (Manistee News Advocate), Dianna Wall (Manistee Area Chamber of Commerce)

### Approval of Agenda

There was a MOTION by Ms. Kenny, supported by Ms. Estabrook, that the Agenda be accepted as presented.  
MOTION CARRIED

### Public Comment

None

### Approval of Minutes

There was a MOTION by Mr. Reau, supported by Mr. Mohr, that the minutes from the regular meeting on January 14, 2015 be accepted as presented. MOTION CARRIED

### Treasurers Report

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

Ms. Bergstrom reported there is an error on the January 2015 Profit & Loss Report (event revenue and total event revenue don't match) which will be corrected. Discussion was held on the budget being amended and documentation needed to support those amendments. It was noted that the \$5,000 for Mathewson Upholstery Façade Grant should be reflected on the balance sheet.

There was a MOTION by Ms. Kenny, supported by Mr. Reau, to accept the check register as presented and place on file. MOTION CARRIED

### Marketing & Promotions Committee

It was noted that the minutes from the December and January Marketing & Promotions Committee meetings had been distributed. The minutes were reviewed. Discussion was held on marketing the Frostbite Saturday Chili Cook Off and that advertising plans should be included in the work plans submitted for events.

### Organization Committee

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

### Design Committee

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

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Economic Restructuring Committee

It was noted the minutes from the Economic Restructuring Committee had been distributed. Mr. Reau reported one correction to the minutes. The minutes were reviewed.

Other Business

Creation of 501c3

There was a MOTION by Mr. Reau, supported by Mr. Ball, to send the 501c3 discussion to the Organization Committee for further development and review by July 1. MOTION CARRIED

Recommendation to move \$70,000 out of Land Acquisition Fund into Revolving Loan Fund

Discussion was held on moving \$70,000 out of Land Acquisition Fund into Revolving Loan Fund. This item was sent back to the Economic Restructuring Committee.

Executive Director Report

It was noted the Executive Director Report had been distributed. Mr. Kay reviewed the report.

Public Comment

None

Adjournment

There being no further business to be brought before the Board, there was a MOTION by Mr. Mohr, supported by Ms. Bergstrom that the meeting be adjourned at 1:25 pm. MOTION CARRIED

Respectfully submitted on March 11, 2015

Brandon Ball, Secretary

2 11 15 minutes approved at the MSDDA meeting on: \_\_\_\_\_