



BOARD OF DIRECTORS MEETING MINUTES

Tuesday, June 19, 2018 AT 5:30 PM

In attendance: Linda Dibble, President
Katrina Rowe, Vice President
Meredith Fischer, Interim Treasurer
Deborah Ham Hemphill, Secretary

Lloyd Higuera (Town Board Liaison)
Tara Addeo arrived at 5:46 pm
Terry Lapan, arrived at 5:40 pm
Debbi Lehr, MSG Executive Director

Absent: Suzanne Carreau and Kim Sperry
Guests: Tom Dallaire Town Manager

- 1) **Call to Order, Determination of a Quorum & Approval of Agenda** – Linda Dibble, President - The meeting was called to order at 5:37 pm. Initially we did not have a quorum yet, as more board members did arrive late we achieved a quorum. Items were tabled and revisited once we established there was a quorum.
- 2) **Public Comment:** No comments.
- 3) **Guest Speaker:** Limited to 5 minutes informational presentation by F.I.S.H. (Jim Peckham or Katrina Rowe) – Tabled until July.
- 4) **For Possible Action:** Discussion to approve, approve with modifications or deny Minutes of **May 15, 2018 meeting** with public comment before Board Action. See pages 3,4 & 5 of board packet. Two board members were absent from the last board meeting and abstained from voting, therefore we did not have quorum, so the minutes were tabled for approval at our July board meeting when we hope to have a quorum of members who attended the May board meeting.
- 5) **Treasurer Report**-Meredith Fischer - See pages 6 through 20 of the board packet.
 - a) **For Possible Action:** Meredith Fischer asked questions regarding the report:
See page 6 in packet what is "Professional Services-other" for \$1632.95
See page 14 in packet under "Design Committee"-"Wine Walk" \$3509.00. Debbi needs to recode for electronic deposits with Bank
Corrections need to be made to the May financial statements. Approval of the Treasurer's report was tabled at this meeting and, after corrections have been made, will be brought up for approval at our next board meeting in July.
- 6) **Town Manager/Town Liaison Report**-Tom Dallaire - See pages 21 & 22 of board packet.

Tom Dallaire highlighted the following:

All work is getting done on the Gardnerville Station. Doors are on order and construction is slightly ahead of schedule. Water and sewer are done. Color lighting versus white lighting was discussed with color being more expensive. The flooring will be done in tile since the floor was damaged putting in electrical this will reduce cost.

The alley at the French needs attention. NDOT has backed out and the town would like the support of the design committee on this project. It needs a new storm drain pipe and there are some thoughts of an archway and getting rid of unattractive shrubs

The Eagle Scout project in HPG on June 30th pavers will be installed and painting of the chess and checker boards and pieces will be happening. There is hope of getting the China Springs chess master to get involved with the project. Also, a sign will be done for HPG.

Movies in The Park events are starting and will be shown at Heritage Park.

There was a good turn out for the Plan for Prosperity Update. Input received was for greater ability to walk downtown, any redevelopment maintaining the history of the town, no growth and to have another public workshop and further develop a plan. Sixty people attended. Regarding redevelopment, the thinking is to use upper stories as residential with businesses below and possibly even building third stories
- 7) **MSG Executive Director Report**-Debbi Lehr See page 23 of board packet.

Debbi Lehr highlighted the following:

There were 47 cars at the wine walk and 58 businesses participated. It is anticipated that there will be more participating business at the next wine walk.

She stated that 28 individuals attended the Sidewalk Gallery Showcase event.

Membership is due June 29, 2018 and MSG is up by 15 new members.

In social media Wyoming has copied our Sidewalk Gallery idea and we are getting a lot of attention.

We are constantly contacting parties through Biz Blast, press releases and other social media.

The Annual Report is done and being sent to board members and posted on website.

- 8) **BOD Training-** Debbi Lehr posted a slide of the Jon Schallert Boot Camp Training for Main Street Staff and Board members. Tom Dallaire, Debbi Lehr, Meredith Fischer and Deborah Ham Hemphill have seen his presentation at National Main Street Conferences that emphasizes making your business a destination. There was discussion of sending one or two persons to go to his boot camp in Colorado for \$\$1,395 for 1st person and \$1,195 for 2nd and 3rd person (limited to 3) as having hm come to us is quite costly (\$10, 000). The board will look at this topic again and make some recommendations.

The Nevada Economic Development Conference is August 21-23rd at The Atlantis in Reno and the cost is \$125 for Debbi to attend. We have been asked to submit, and Debbi did, our Main Street Gardnerville marketing video and we are a potential front runner for an award. Discussion centered on reaching out to businesses for items to put in a Gardnerville basket that can be auctioned off at the conference.

Main Street Gardnerville has also been asked to do a tour for the Nevada Association of Counties Conference on Tuesday, November 15th 8am-11:30am, for which we will have 16-20 people at the Gardnerville Station. Meredith Fischer will be contacting Roberta Montgomery to see if she can provide Main Street Gardnerville sugar cookies for the conference attendees.

9) Committee Reports

a) **Design Committee Report-**Daisy Bankofier or Linda Dibble - See pages 23a, b & c of board packet. The Boylan Bench Dedication will be Sunday July 15th at noon. Box lunches will be provided. Please RSVP when the email is sent. The Brackett Bench will be installed next week. The dedication is not yet scheduled. The Photo Gallery reception went well although not very many students were in attendance. The Douglas High School (DHS) Art teacher, K.C. Brennan, has retired. There is no word yet on her replacement.

- i) **Heritage Park Gardens Sub-Committee Report-**Vicki Bates - See page 24 & 25 of board packet. Vicki reports they are at war with the squirrels. Note there are new signs on entrances and street numbers on fence rail. As an Eagle Scout Project, Dominic Jackson will begin installing a chess board and a checker board in the front corner on June 30th. Anyone interested in pulling weeds are encouraged to do so at any time.
- ii) **Flowers Sub-Committee Report-**Linda Dibble - See page 26 of board packet. There are Eight Adopt-a-Pots remaining out of 68. There was a misunderstanding with one new merchant who thought we watered them, so we agreed to retrieve the pot and refund the money.

b) **District Vitality Committee Report-**Meredith Fischer reported there was no meeting.

c) **Organization Committee Report-**Tara Addeo or Katrina Rowe - See page 27 of board packet. The Organization Committee is preparing for the August 23rd Mingle. Deborah Ham Hemphill and Scott Leonard are invited to the next Organization Committee meeting on July 10th at 9 AM at the Record Courier.

d) **Promotion Committee Report-**Kim Sperry See minutes on page 28 of board packet.

- i) **Coffin Races Sub-Committee Report-**Suzanne Carreau See minutes on page 29 of board packet.

- ii) **Wine Walks Sub-Committee Report-**Terry Lapan - See page 30 & 31 of board packet. Future Wine Walk Committee meetings will be held the 4th Thursday of the month at 4:00 PM at This and That. The owners of DST Coffee are helping with finding a band for the last wine walk in September that will be a 10th MSG Anniversary party. The committee will be looking for sponsors to help pay for the band. Registration for the August wine walk will be at the Gardnerville Station. The grand opening and ribbon cutting will be the day before. Currently MSG is not charging for pairing with businesses.

- 10) **New Business** Debbi Lehr will be attending Leadership DC conference, Grant workshop with CDBG and the Main Street State Program Presentation.

a) Term Renewals -Linda Dibble - Suzanne Carreau, Terry Lapan Katrina Rowe

Linda Dibble wished to address everyone before we began voting on acceptance of the requests to renew board positions.

She expressed concern that we have not done a very thorough job of ensuring all board members understand and accept their roles and responsibilities. Linda proposed that next month Main Street Gardnerville implement an annual Affirmation Statement that summarizes the roles and responsibilities of board members which will include future board meeting dates that they will attend. She will send a draft document to the board members and compile comments prior to the July meeting.

She further stated that being on the board is more than just attending meetings once a month. The bylaws require that board members be active on or lead a committee. She believes we all do that and personally believes it is also about participating in other activities and events other than one committee or event. To make sound decisions and guide MSG one must be involved as much as possible.

Also, the bylaws do not require us to remove an individual who misses a lot of meetings, but she personally feels it is a concern when this happens.

Prior to renewing board member terms several issues and or questions were raised and are as follows:

The chair of the design committee does not sit on the board.

Question of the number of hours that one needs to commit while on the board, needs to be changed on job description.

Question of term limits and determining if board members are interested in serving officer positions along with the possibility of rotating positions.

More training for new board members.

Discussion about the program being insured and only limited insurance for actual board members.

Mention of attendance at meetings and special events.

Given that Suzanne Carreau was unable to make the meeting, there was no motion to renew her three-year term. The board decided to have her meet with the president and vice president to discuss her term renewal. Action regarding this renewal will occur at the July board meeting.

Tara Addeo moved that the board renew Terry Lapan's term for three more years. Meredith Fischer seconded the motion. Unanimously carried.

Linda Dibble moved that the board renew Katrina Rowe's term for three more years. Terry Lapan seconded the motion. Unanimously carried.

b) Nomination & Election of Officer's -Linda Dibble

President – Linda Dibble, Deborah Ham Hemphill moved that we nominate and elect Linda Dibble as president. Terry Lapan seconded the motion. Unanimously carried.

Vice President – Katrina Rowe, Tara Addeo moved that we nominate and elect Katrina Rowe as the vice president. Linda Dibble seconded the motion. Unanimously carried.

Secretary – Deborah Ham Hemphill, Meredith Fischer moved that we nominate and elect Deborah Ham Hemphill as the secretary. Katrina Rowe seconded the motion. Unanimously carried.

Treasurer – Meredith Fischer, Deborah Ham Hemphill moved that we nominate and elect Meredith Fischer as treasurer. Tara Addeo seconded the motion. Unanimously carried.

11) Affiliation Reports: Discussion on the Board Members' activities and liaison committee reports including, but not limited to: GCEC, Carson Valley Chamber of Commerce, Conferences and Reno Tahoe Territory. Tara Addeo attended the Chamber of Commerce luncheon at Wally's regarding planning and the Labor Board regarding employer and employee right.

12) Adjournment: The meeting was adjourned at 7:15 PM

13) Next Meeting Date: July 17, 2018 **at 5:30PM**

Minutes respectfully submitted by Deborah Ham Hemphill