

---

**BOARD OF DIRECTORS MEETING MINUTES**

Tuesday, May 15, 2018 at 5:30 P.M.

In Attendance: Katrina Rowe, Vice President  
Meredith Fischer, Interim Treasurer  
Deborah Ham Hemphill, Secretary  
Lloyd Higuera (Town Board Liaison)  
Debbi Lehr, MSG Executive Director

Tara Addeo  
Kim Sperry  
Suzanne Carreau, Arrived 6:05pm

Absent: Linda Dibble and Terry Lapan

Guests: Tom Dallaire

1. **Call to Order** at 5:31 P.M. by Katrina Rowe, Vice President.  
**Determination of a Quorum** – yes  
Tara Addeo moved that the agenda be approved, and Meredith Fischer seconded the motion. Unanimously carried.
2. **Public Comment** – None
3. **For Possible Action** -  
Tara Addeo moved that the minutes for the April board meeting be approved and Kim Sperry seconded the motion. Unanimously carried.
4. **Treasurer Report** -  
There were no questions regarding the treasurer’s report. See pages 10 through 24 of the board packet including Profit & Loss by Class, Deposit Detail and Vendor Balance Detail for April 2018. Meredith Fischer moved that the budget be approved and Tara Addeo seconded the motion. Unanimously carried.
5. **Town Manager/Town Liaison Report** – The Board referred to the report on page 26 and 27 of the April Board Packet. Tom Dallaire stated that “Sweep the Town” was a huge success. He further shared that the Laundromat is getting new shrubbery and the crew working at the gas station is moving forward installing new plumbing and designing the back wall. The town is down a position to control weeds and has posted a new position opening. NDOT did further analysis of 395 regarding the s curve and the road will become wider to accommodate 45-foot trucks. The storm drainage will be re-located.
6. **MSG Executive Director Report** – The board referred to the report on page 28 of the May board packet. Debbi also shared that the attendance at the volunteer recognition event was great at a total of 88 attendees. 44 volunteers supported Sweep the Town and 60 people attended the HPG open house event.  
Main Street Gardnerville membership has been increasing. We had 51 members and presently 13 more businesses have joined.

Lastly to promote our MSG National Accreditation we are being asked by the state economic development program to submit our Main Street video for the upcoming economic development conference.

a) **For possible action:** Debbi Lehr reviewed the MSG political policy on page 30 of the board packet. Meredith Fischer moved that the board approve the new political policy as written. Kim Sperry seconded the motion. Unanimously carried.

7. BOD Training

a) Board Officer and Succession Training

Debbi Lehr reviewed training on "How to Identify Board Officer Attributes" and "Board Officer Succession Planning" in preparation for our June elections. See pages 31 through 34 of the board packet.

8. **Committee Reports** – See minutes submitted to the Board packet.

a. **Design Committee Report**

Debbi Lehr reported that the Sidewalk Gallery photos will be up next week and there will be a party for the participating students on May 30<sup>th</sup>.

i. **Heritage Park Gardens Sub-Committee Report** - Debbi Lehr reported that they had a successful Open House event bringing in over 60 people HPG made \$432 at the open house event. Any remaining plants are being sold at the farmer's market. See pages 35 & 36.

ii. **Flower Sub-Committee Report** – Debbi Lehr reported that all hanging baskets have been sold. Only 23 Adopt-a-Pots are still available for purchase. See pages 37 & 38.

b. **District Vitality Committee Report** –Meredith Fischer reported Sweep the Town went really well. A new bakery opened up in the Historian Inn and they sell soup, coffee, dog biscuits along with baked goods See pages 39 through 42 of the board packet.

c. **Organization Committee Report** - No meeting minutes. Tara Addeo reported thanking and praising all parties that got people to attend the volunteer recognition event. They spent less than their budgeted amount on the event. Feedback given was that the room was not big enough and those in the side room could not hear. People liked the fact that we educated the crowd about MSG events and purpose. In the future the way the event has been structured may change. The committee will continue to work on the travel policy.

d. **Promotion Committee Report** - Kim Sperry reported the committee is preparing for the Freedom 5K race. See meeting minutes on page 45 and 46 of board packet.

i. **Coffin Race Sub-Committee Report.**

The committee meeting was changed this month so there was nothing to report, but they continue to prepare for the fall event.

ii. **Wine Walk Sub-Committee Report** – Debbi Lehr reported that Approximately 58 businesses are participating. See the agenda for the committee on pages 43 and 44.

9. **Old Business**

a) Term Renewal Letters – All board members have given their letters of intent to continue with another term of office.

b) Executive Board Positions – All executive board positions have given their letters of intent to remain in their positions for another year.

10. **New Business**

a) Election of officers will be next month, and board members have indicated what executive positions they are willing to hold on the board.

11. **Affiliation Reports:** The Chamber hosted a presentation on marketing. Debbi Lehr announced once again that the Reno– Tahoe Territory allows their members to advertise for free and that such advertisement goes to the United Kingdom, Australia, Italy and Asia.

11. **Adjournment** – Katrina Rowe adjourned the meeting at 6:12 P.M.

12. **Next Meeting Date:** June 19, 2018 at 5:30 P.M.

Minutes respectfully submitted by Deborah Ham