

In attendance: Linda Dibble, President
Katrina Rowe, Vice President
Meredith Fischer, Interim Treasurer
Deborah Ham Hemphill, Secretary
Lloyd Higuera (Town Board Liaison)

Tara Addeo
Terry Lapan
Kim Sperry
Suzanne Carreau
Debbi Lehr, Executive Director

Absent: None

Guests: None

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- 1) **Call to Order, Determination of a Quorum & Approval of Agenda** – Linda Dibble, President - The meeting was called to order at 5:35 pm and we did have a quorum.

Linda Dibble requested that Item 10 on the Board agenda be moved up to be discussed after item 2. All present agreed to this request.

- 2) **Public Comment:** No comments.

10) New Business

a) Affirmation Statement

Information reviewed for all board members was as follows:

Background included previous president, executive director and board members wanting to find a broader network of new board members and providing them with training and team building on an annual basis.

Current board members having been asking about their responsibilities and requesting a statement/definition of what should be their priorities as they serve on the board specifically as they renew their continued service as a board member.

Are there written summaries for each board officer position?

Is the current description of a board member/committee chair duties accurate?

Now that MSG is a National Main Street Program, Kathy LaPlante shared that MSG should have documented roles and responsibilities for every board member as well as how to apply for a board member position and what is expected of an individual as a board member.

Board members reviewed pages 78 through 84 of the board packet Code of Ethics and Affirmation Statement which have now been combined.

Members discussed what next steps needed to happen and merging of two documents so that it is all on one page to be available for discussion and review annually. Linda Dibble will bring it back to the board with revisions for approval in August. Items 10 a, b and c will be tabled until August.

3) **For Possible Action:**

a) **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 5,6 & 7 of board packet. Kim Sperry moved that the minutes be approved as written and Tara Addeo seconded the motion. (Linda and Terry abstained because they were absent.) Unanimously carried

b) **For Possible Action:** Discussion to approve, approve with modifications or deny Minutes of **June 17, 2018 meeting** with public comment before Board Action. See pages 9, 10 & 11 of board packet. Tara Addeo moved that the minutes be approved as written and Katrina Rowe seconded the motion. (Kim and Suzanne abstained because they were absent.) Unanimously carried

- 4) **Treasurer Report**-Meredith Fischer - See May and June financials on pages 12 through 43 of the packet.

a) **For Possible Action:** Specific to the May financials Debbi Lehr shared that wine walk dollars were now listed accurately in that budget section and noted that payroll taxes had changed. Linda Dibble and Meredith Fischer

asked several questions regarding the report. Debbi Lehr was not able to answer most questions without the back up information located on QuickBooks system and will need to look up some information and get back to the board. For the future, any questions that board members have regarding current budget financials should be submitted to Debbi Lehr prior to the actual board meeting. Board members agreed to get all questions in advance to the executive director. Meredith Fischer and Debbi Lehr will get together to review the financials. Corrections will be made to the May and June financial statements and approval of the treasurer's report will be discussed at August board meeting.

5) Town Manager/Town Liaison Report-Tom Dallaire - See pages 21 & 22 of board packet.

Carol Louthan is acting as the town Manager while Tom Dallaire is recuperating from a traffic accident. See the town staff report on pages 44 &45 of the board packet.

6) MSG Executive Director Report-Debbi Lehr See page 46 & 47 of board packet.

Debbi Lehr highlighted the following:

There were 71 MSG members and there will be 77 once all members have paid. Those members who have not paid are not allowed to participate in wine walks.

Social media hits continue to increase

Lots of website updating is occurring.

For Thursday and Saturday Record Courier, advertising press releases will need to be submitted earlier.

Secured tablets for use at wine walk registration.

Dates and times of upcoming MSG Events/Happenings

Board decided that we would not give donations when asked by other organizations. We are a non-profit organization and also dependent on donations and sponsorships.

Having gathered recommendations from National Main Street and the Nevada State Economic Development Office, Debbi Lehr has researched using Lani Lott as a trainer for the board rather than John Schallert. See her resume on pages 48 through 55 of board packet. She charges \$100 per hour and is available in the fall. To schedule a board retreat or training Debbi will need to know board availability for the fall. This training will be paid for by the National and State Main Street Programs. Debbi Lehr also talked with California Main Street organizations in Paso Robles, Hanford, Pleasanton and Martinez, similar to our Main Street program.

7) BOD Training- See pages 62 through 70 regarding board training specific to preparing agendas, recording minutes and keeping track of volunteer hours. Debbi Lehr reviewed this information with the board.

8) Committee Reports

- a) **Design Committee Report**-Daisy Bankofier or Linda Dibble - no meeting. The Boylan Bench dedication went well. Discussion followed about the meaning of RSVP. Some felt it meant reply either way; others felt it required only a yes response. Committee is working on art projects
 - i) **Heritage Park Gardens Sub-Committee Report**-Vicki Bates - See page 71 & 72 of board packet.
 - ii) **Flowers Sub-Committee Report**-Linda Dibble - No meeting. One wilting flower basket is being replaced.
- b) **District Vitality Committee Report**-Meredith Fischer - No meeting. Future meetings are changing usually to the fourth Monday of the month at 10 am at DST Coffee.
- c) **Organization Committee Report**-Tara Addeo or Katrina Rowe See page 73 of board packet. The Organization Committee is working on the fundraising packet and script and preparing for the August 23rd Mingle.
- d) **Promotion Committee Report**-Kim Sperry See minutes on page 74 of board packet. Freedom 5 K went well, and MSG made \$1400.00. Seventy-four persons were registered versus 53 last year. The town council came and there was a great dog agility demonstration.
 - i) **Coffin Races Sub-Committee Report** - Suzanne Carreau See June and July minutes on pages 74 a & b of board packet. All is going well regarding the upcoming races. Sertoma, the Washoe Tribe, and NV Energy will have booths and there will be a hydration station.

- ii) **Wine Walks Sub-Committee Report**-Terry Lapan See page 75 & 76 of board packet. Thus far 5 to 6 food trucks will be at the upcoming wine walk. The Record Courier and Joyce's Jewelry shop can accommodate a food truck at their location.

9) Old Business

a) Term Renewals - Linda Dibble

- b) **Suzanne Carreau** submitted a letter of resignation from the board, see page 77 of board packet. She will remain on the board until a replacement has been found for her position. She is still very interested and plans to work on the upcoming coffin races. Board discussed interest in finding another business owner or actual resident in the MSG district.

- c) **Terry Lapan** explained that working full time he can only give limited hours to MSG and to let him know if MSG desires an individual that can give more hours.

Kim Sperry talked about our needing to recruit a larger volunteer base such as 4 more individuals to support the Freedom 5 K event, at least one more volunteer to help with Sweep the Town and 1 to 2 more individuals to help with wine walks.

Tara Addeo suggested an "All Points Bulletin" of volunteer needs for each MSG event. Meredith Fischer suggested a listing of volunteer opportunities in each outgoing Biz Blast including generic and administrative tasks. Board members/committee chairs are to submit a list of needs for volunteers to the executive director when they know what they need to support each event. Debbi Lehr agreed to list these needs in the Biz Blast.

- 7) **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. Debbi stated there was no meeting in July due to the Celebrity Golf Tournament. Tara Addeo attended the Chamber of Commerce meeting. Dan Coverley and John Engels were the guest speakers. Katrina reported that the FISH Luau Fundraiser is this upcoming Thursday and Friday.

- 8) **Adjournment:** The meeting was adjourned at 7:19 PM

- 9) **Next Meeting Date:** August 21, 2018 **at 5:30PM**

Minutes respectfully submitted by Deborah Ham Hemphill