

BOARD OF DIRECTORS MEETING MINUTES
Tuesday, August 21, 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
Terry Lapan (arrived at 5:47 pm)
Kim Sperry
Debbi Lehr, Executive Director

Absent: Suzanne Carreau
Guests: None

- 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.
- 2) **Public Comment:** No comments.
- 3) **For Possible Action:** Discussion to approve, approve with modifications or deny Minutes of July 17, 2018 meeting with public comment before Board Action. Meredith Fischer pointed out a correction on page 3 of the board packet; having will be changed to have. Linda Dibble moved that the minutes be approved with that correction and Kim Sperry seconded the motion. Motion carried unanimously.
- 4) **Treasurer Report**-Meredith Fischer - See May and July financials on pages 6 through 59 of the board packet.
 - a) **For Possible Action:** Discussion to approve, approve with modification or deny MSG May Financial Statements, with corrections made. Meredith Fischer had one comment regarding the design committee and expenses exceeding income. Kim Sperry had the same comment specific to the Wine Walks. Debbi Lehr explained that it has to do with the credit card automatic deposits. Meredith moved that we approve all three financial statements and Linda Dibble seconded the motion. Carried Unanimously.
 - i) Further discussion occurred regarding looking seriously at software with credit card capabilities and donation tax letters that will be generated once MSG begins working as a 501c3.
 - ii) Also, board members will continue to look at income versus expense and whether current programs/events we offer continue to be viable.
 - b) **For Possible Action:** Discussion to approve, approve with modification or deny MSG June Financial Statements, with corrections made. Unanimously carried.
 - c) **For Possible Action:** Discussion to approve, approve with modification or deny MSG July Financial Statements, with corrections made. Unanimously carried.

- 5) **Town Report**-Lloyd Higuera - See pages 60 & 61 of board packet. Lloyd Higuera reported that the Gardnerville Gas Station opening ceremony has not been rescheduled yet. The large screen TV has arrived. The building still looks like a gas station and currently bathroom work is happening. The meeting room at the station will hold approximately 30 to 40 people.
- 6) **MSG Executive Director Report**-Debbi Lehr See page 62 through 63 of board packet. Debbi Lehr stated that it was well worth attending the Economic Development Conference. She went on to highlight the following:
- a) The 2019 Calendar of Events on page 64 of the board packet.
 - b) The AVID Volunteer Appreciation Barbeque is September 15, 2018. See flyer on page 65 of board packet.
 - c) The 2018 Community Recognition Awards will be on November 3, 2018 and nominations are currently being taken for consideration. Nominations are due by October 17th. MSG would like to send two individuals to the awards ceremony, will discuss at October BOD meeting. Tara mentioned the Record Courier could possibly have additional seats at table. See flyers on page 66 & 67 of board packet.
 - d) The Nevada Association of Counties, Douglas County is the host, MSG will be giving a presentation to a maximum of twenty persons on November 15 from 9:30 to 11:30 am at Gardnerville Station. Debbi Lehr will be out of town, she provided a draft of an agenda. Deborah Ham Hemphill and Kim Sperry volunteered to help with the event.
 - e) The MSG 10th Anniversary Party will be September 20th from 7:30 to 9:00 pm at Heritage Park.
 - i) Meredith Fischer suggested that we consider getting donations from our new coffee shop and bakery for such events in order to promote these small businesses. Linda Dibble will talk to Vicki Bates regarding the idea of using and supporting our small businesses.
 - f) National Main Street Training will occur for the board in the fall. Debbi Lehr is talking to Lani Lott to schedule her availability dates and finalize the actual training.
- 7) **BOD Training**- Debbi reviewed how to use the tablets and square to process credit card purchases. See pages 68 and 69 of the board packet. Tablets and square were passed around.
- 8) **Committee Reports**
- a) **Design Committee Report**- Linda Dibble - there was concern expressed about the care of the Gibson Roadhouse property and that it more than can be handled by additional "Sweep the Town" events.
 - i) **Heritage Park Gardens Sub-Committee Report**-Vicki Bates - See page 73 & 74 of board packet.
 - ii) **Flowers Sub-Committee Report**-Linda Dibble - No meeting.
 - b) **District Vitality Committee Report**-Meredith Fischer - See page 75 & 76 of the board packet. The committee discussed the need for a greater volunteer base and how to get new volunteers. Attendees then wrote letters to all the new members thanking them for joining MSG and for the opportunities to get involved.

- c) **Organization Committee Report**-Tara Addeo or Katrina Rowe See page 77 of board packet. The Organization Committee is working with the CPA regarding the travel and financial policy and changes in the new jargon are wanted. Tara Addeo reminded board members about the upcoming Mingle on August 23rd.
 - d) **Promotion Committee Report**-Kim Sperry -The committee met just yesterday regarding the Main Street Fall Fest event. We have received sponsorships for \$500, \$250 plus two \$100 sponsors. Meredith Fischer recommended Western Way Barbeque as a food vendor. The committee hopes to partner with Sertoma and The Douglas HS Culinary Arts for food. Businesses will pay \$45 dollars per booth and non-profits will be free on a first come first serve basis.
 - i) **Coffin Races Sub-Committee Report** - Kim Sperry reported everything is on schedule.
 - ii) **Wine Walks Sub-Committee Report**-Terry Lapan See page 78 & 79 of board packet. There was good attendance at the last wine walk even with the smoke in the valley. Profits were good, and the punch card was readily used. Unfortunately, a couple of businesses closed early.
- 9) **Old Business**
- a) **Board Job Description** - Linda Dibble See pages 80 & 81 of the board packet.
- 10) **New Business**
- a) **For Possible Action:** Discussion to approve, By-laws change to add “or an employee of a MSG business” under Qualifications and Terms.
See pages 82 through 90 of the board packet. Meredith Fischer moved to approve the by-laws and Tara Addeo seconded the motion Unanimously carried.
 - b) **For possible action:** Discussion to approve Bench Dedication plaque replacing the word sponsor for donor See pages 71 and 72 as well as page 91 of board packet. Meredith Fischer moved the motion be approved and Kim Sperry seconded the motion Unanimously carried.
 - c) Meredith Fischer and Deborah Ham Hemphill attended the Everything Nevada training. MSG may want to consider a co-op membership that would include advertising and be more cost effective. The District Vitality Committee will take a closer look at this opportunity.
- 11) **Affiliation Reports:** Debbi attended the Reno Tahoe Territory meeting. They are implementing a new website which will give us international reach. GCEC has been changed to Friends of Gardnerville and we can drop the c6 by December 2018 and start as a 501c3 in January 2019.
- 12) **Adjournment:** The meeting was adjourned at 6:48 PM
- 13) **Next Meeting Date:** September 18, 2018 at 5:30PM
- Minutes respectfully submitted by Deborah Ham Hemphill