

BOARD OF DIRECTORS MEETING MINUTES
Tuesday, September 18, 2018 AT 5:30 PM

In attendance:

Katrina Rowe, Vice President	Suzanne Carreau
Meredith Fischer, Interim Treasurer	Terry Lapan
Deborah Ham Hemphill, Secretary	Kim Sperry
Debbi Lehr, MSG Executive Director	Tara Addeo

Absent: Linda Dibble, Lloyd Higuera

Guests: Tom Dallaire

1. **Call to Order, Determination of a Quorum & Approval of Agenda** – Katrina Rowe, Vice President - The meeting was called to order at 5:34 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 August 21, 2018 meeting with public comment before Board Action. See pages 3 through 5 of packet. Board will come back to 3. Item 5 was moved up on agenda. Deborah Ham Hemphill moved that the minutes be approved with correcting the date to reflect August 21, 2018, and Meredith Fischer seconded the motion. Motion carried unanimously, with one abstention from Suzanne Carreau who was not in attendance at last meeting
4. **Treasurer Report**-Meredith Fischer - See September financials on pages 6 through 16 of the board packets.
 - a. **For Possible Action:** Discussion to approve, approve with modification or deny MSG August Financial Statements, with corrections made. Meredith Fischer moved that we approve the financial statements and Tara Addeo seconded the motion. Unanimously carried.
5. **Town Manager/Town Liaison Report**-Tom Dallaire - See pages 17 & 18 of board packet. Tom Dallaire highlighted the following:
 - a. The Gardnerville Station is not completed, the floor is in, the windows are going in, the lights are going in and the estimated completion in beginning of October 2018. Colors inside are grey, orange and black with lots of stainless steel and a barn door to storage.
 - b. The Eagle Scouts will be installing a Bocce Court on the South side of Heritage Park there will be two courts 91' x 13' with the trees in between they hope to use crushed seashells for the court.
 - c. The Chichester HOA would like to decline from their four parcels that the town owns (wetlands, pond) the town purchased commercial property as well. The Chichester CC&R's are designed around single-family dwellings there will be a paragraph to deal with this matter.
 - d. Flower baskets will be coming down after the wine walk
 - e. Dirt will be taken away on the town lot near park and it will be seeded and used eventually for parking.

6. **MSG Executive Director Report**-Debbi Lehr See page 19 of board packet. Debbi Lehr highlighted the following:
 - a. The RLF continues to be paid on time
 - b. Main Street Fall Fest will be happening October 6th with two blood mobiles there to support Monica Hart. Lots of press releases have gone out to community
 - c. Note all the media blasts and mentions
 - d. Training with National Main Street will occur January 14-15. Consultant will be touring MSG businesses and district as well as giving talks. Invitations will go out to the town, the commissioners, travel personnel and chamber with a wrap up at out board meeting that evening.
 - e. MSG Stickers are available as a fundraiser.
 - f. Mark your calendars for the Chamber Awards 11/3/18 and NACO 11/15/2018
 - g. NACO tour of Gardnerville station on November 15th 9:30am
7. **Board Training**- Debbi Lehr-See pages 20 through 22 of board packet. Debbi reviewed the information regarding successfully recruiting volunteers and committee members and the ways in which a volunteer can support MSG. She highlighted #9 on page 21 of the packet "having more information available online because people WILL go looking."
8. **Committee Reports**
 - a. **Design Committee Report**- See minutes on page 23 & 24 of board packet.
 - b. **Heritage Park Gardens Sub-Committee Report**-See minutes on page 25 & 26 of board packet.
 - c. **Flowers Sub-Committee Report**-See minutes on page 27 & 28 of board packets
 - d. **District Vitality Committee Report**-Meredith Fischer - See minutes on page 29 & 30, Meredith reported that the committee sent out welcome letters to all the new members encouraging them to become involved in the program.
 - e. **Organization Committee Report**-Tara Addeo or Katrina Rowe No meeting.
 - f. **Promotion Committee Report**-Kim Sperry See minutes on page 31 & 32 of board packet.
 - g. **Coffin Races Sub-Committee Report** - See minutes on page 33 of board packet. Food & beverage has been confirmed and \$2400 in sponsorships has been raised. There will be acts performing on the pavilion stage. East Fork has asked for long sleeved buttoned shirts for scarecrows. There is still a need for volunteers the day of the event.
 - h. **Wine Walks Sub-Committee Report**-Terry Lapan See page 34 & 35 of board packet. Punchcards were a success there is an idea to increase the dues by \$10 and conducting wine walks year-round.
9. **Old Business For Possible Action:** Discussion to approve, approve with modifications, or deny the Financial and Travel Policy- see pages 26 through 39 of the board packet. It was stressed that an independent accountant conduct financial review and having two signers on checks. Tara Addeo moved the approval of the Financial and Travel Policy. Katrina Rowe seconded the motion. Unanimously carried.
10. **New Business**
 - a. **Reminder** - Board member were reminded to be working on the 2019 committee work plans and budgets to be reviewed in November and December.
 - b. **Training Proposal**-: Training will occur January 14-15 and be combined with January BOD meeting.

11. Affiliation Reports:

- a. The Chamber luncheon was at the Ridge, but the morning coffees are great for networking.
- b. Alex Uribe from State Farm will be attending the next organization committee meeting programs going to the National Main Street conference in Seattle 2019.
- c. The Carson Valley Arts Center is having a ribbon cutting ceremony this week

12. Adjournment: The meeting was adjourned at 6:10 PM in memory of Cal Dibble

13. Next Meeting Date: October 16, 2018 at 5:30PM

Minutes respectfully submitted by Deborah Ham Hemphill