



Board Meeting Minutes, 2/20/2024

Present: Ed Bove, Eddie Ryan, Hali Issente, Tiffany Saltis, Casey McNeil, Jaziah DeRosia, Katye Munger, Tiffany Walker, Andy Paluch

Minutes: Motion to approve January Minutes-Tiffany, Second- Casey

Treasurer's Report: Motion to Approve -Casey, Second -Jaziah

Liaison Updates:

Ed Bove, Special Benefits District revolving loan fund. Need a committee if we want to be a part of this. Ed would need two members. Parklets: Tiffany says the rollout is simple. Tiffany puts together a team of people. Businesses need to have an area clear. Tyler and Dan get a crew together. There is an MOU with businesses. The businesses need to maintain and decorate. Ed says there is money set aside for Center Street. Tiffany will set up a time to coordinate a first meeting. The group will look at the size for each. Merchant's Row Crossing: DPW is interested in doing it again. That crossing slowed traffic speed down significantly.

No board of Alderman representative. There hasn't been one for the past two meetings. There will be a restructure of this.

Treasurer's Report. (See attached report from Eddie.)

Budget Draft to the Board by March 19th. Will go to the RRA for their following meeting and will be presented at the Annual Meeting.

New Business: Sample onboarding packet presented by Katye to the board. (See sample packet.) Bylaws will be sent in a Google Doc for all of us to comment on/make edits to. Packet will include bylaws, quarterly report, staff business cards/contact information, recent board meeting minutes, staff job descriptions, RRA agreement, DRP Organizational Principles. (This will all be sent to the Board digitally.), Committee membership will also be included. Quarterly reports that go to the RRA will come to the DRP as well. Suggestion is to call back to the workplan at the start of each board meeting. Eddie suggested to build the quarterly report to the RRA monthly in each board meeting. Katye suggested having a board member attend the RRA meeting with DRP staff. Tiffany will send out all the quarterly reports from this past year to the board. Tiffany explained some of the "in-kind" marketing we have received over the year. Hali also mentioned our imprints on the Catamount website across their stations. WCAX had two interviews. Board meeting minutes are posted publicly.

Governance Committee: Simplifying mission and objectives. One sentence that is very clear and uses modern, simplified language. This might not be a committee, might be a full board retreat with a facilitator.

Executive Committee: John resigned from the board and held the position of secretary. The executive committee is rewriting the roles and responsibilities of the executive committee, they will be sent to the board by the next meeting.

Casey suggested forming task/event orientated working groups as opposed to four large committees. Katye suggested widening the committees to members beyond the board.

Current committees:

Executive

Fundraising

Business Development

Marketing and Events

Streetscape

Grants:

Two requests have been received, but no projects have been completed yet. Pie in the Sky and Avanti, both of which received BIAPs.

Updates:

Story walk decorated windows. Valentines hung in windows.

Marketing campaign: downtown vibrancy fund can pay to market a spring event. We can apply again next year for this fund.

Executive Director Update:

Tiffany is moving to Burlington. Last day of work: March 5th.

Board membership: Eileen has resigned from the board. Katye has a meeting with Sunita to discuss continued Board membership.

Meeting adjourned at 9:13.