

# Downtown Belmont Development Association

## Board of Directors Meeting Minutes

City Hall Centennial Room

October 19, 2017 @ 8:00 a.m.

### Members present:

<input checked="" type="checkbox"/> John Church - Chair	<input checked="" type="checkbox"/> Julie Seligman	<input checked="" type="checkbox"/> Christina Moose
<input type="checkbox"/> Patricia Farmer	<input checked="" type="checkbox"/> Shelley DeHart	<input type="checkbox"/> Doug Gadd
<input type="checkbox"/> Ryan Schrift	<input checked="" type="checkbox"/> Adrian Miller (SD alt.)	<input type="checkbox"/> Ted Hall
<input checked="" type="checkbox"/> Angela Street		

Staff Present: Vicki Davis – Downtown Director, Janet Schafer- Planning Technician,

Guests Present: Bill Carroll—City Intern, Jennifer Church, Mark Fisher, Luke Manlove

Meeting was called to order by Chairman John Church at 8:30 am.

**Adoption of Minutes**— In consideration of the September 21st, 2017 minutes, a motion to approve was made by Moose, seconded by Street, and unanimously approved.

**Financial Report-** Davis reviewed the financial report as disbursed.

**Promotions Committee Report** – Christina Moose

**Small Business Saturday** - Moose reported that the promotions items for the Shop Small Saturday event have been received and displayed the canvas tote for this year's promotion. The committee will have a workday on November 20<sup>th</sup> to prepare and deliver materials to participating businesses.

**Belmont Christmas Village** –Solicitation of sponsors and participation will begin as soon as the sponsor packet is completed. Several businesses have already signed-up to participate. The contract for a new carriage service for the event has been signed. The committee is exploring opportunities to expand the carriage rides on a pay-for-ride agreement on other dates throughout the season. The committee is currently seeking groups to sing or dance at the event.

**Concert Series Report** – Moose and Davis have been working on the Concert Series Budget. A draft budget was distributed. Moose and Davis reviewed the proposed budget. Based on the budget, funding is necessary to break even. See handout. A general discussion regarding a request to the City Council for support funding ensued. Moose indicated the committee suggested \$10- \$20,000.

Seligman motioned to requested \$15,000 plus in-kind donation services. Street seconded and this was approved with a unanimous vote.

**Chair Report**— No report was provided.

**Staff Report**— Davis reviewed the need to update the bylaws and suggested an ad-hoc committee be formed. Seligman motioned to approve the creation of an ad hoc committee to review the organizational bylaws, Moose seconded, and the motion was unanimously approved. Seligman, Church, and Davis volunteered to be on this committee.

Davis reviewed the request from the City Manager as presented in a previous meeting regarding the Criterium. A title sponsor has not been secured at this time. Davis asked the board to consider whether or

Adopted 11/16/2017

not they intend to move forward with the event. Item was tabled in a motioned by Street and seconded by Seligman with a unanimous vote to approve.

**New Business-** No New business.

**Adjournment—** Having no other business, Chairman Church adjourned the meeting at 9:04 am, seconded by Seligman, and unanimously approved.