

Meeting Title

MINUTES

JANUARY 13, 2016

EDC 1ST FLOOR CONFERENCE ROOM

MEETING CALLED BY	Donna Collins at 11:33am
TYPE OF MEETING	MAIN STREET MONTHLY BOARD MEETING
FACILITATOR	Donna Collins
NOTE TAKER	DEANA THORNTON BY WRITTEN
ATTENDEES	Donna Collins, Kyle Cullars, Col. John Alton, Justin Jones, Carlee Schulte, Deana Thornton

Agenda topics

ORGANIZATION

CHAIR: JUSTIN JONES

DISCUSSION	<p>MINUTES: The board was emailed the November minutes for review. Kyle Cullars suggested adding an explanation about the annual MOU in the minutes. As well as add the radio station that Carlee had the interview with. Deana said she would make the changes. Kyle made a motion to approve the December minutes with suggested changes, Col. Alton seconded, motion passed.</p> <p>BUDGET: Carlee went over the expenses from the December budget.</p> <p>REFRESH DEMONSTRATION PROJECT: Carlee discussed the upcoming site visit with the board. She told them about the conference call she had with Main Street America. After discussing the fast approaching site visit, the group agreed to change the visit to February 16th & 17th. Carlee made a rough agenda to go over with the board that including who to invite to the different meetings throughout the day. Carlee asked the board for their input on when, where and who to have there. The board thought that Carlee had a good list of people to invite to the meetings.</p> <p>Donna suggested Carlee go ahead and reach out to some of the people on her list even though the final times have not been set. Carlee agreed.</p> <p>Carlee let the board know that she has received over 250 surveys so far.</p> <p>Carlee asked the board what they would like to do about scheduling the annual retreat for the 2016 work plan. The board said they would like to wait to schedule the retreat until after the refresh site visit.</p> <p>PARKING LOT: Carlee told the board about a potential development that may take place where the DDA parking spots are located. Carlee discussed the options for the DDA in terms of what they would do with the parking spots and the active parking leases. Justin said he definitely wants to support the possible development and the board agreed. Carlee asked if the DDA would want payment for the spots or if they would rather have a continued source of income. The board liked the idea of having a continued source of income but depending on how things work out it can be discussed. The board is fine with Carlee negotiating and discussing the parking spots on the DDA's behalf upon discussion with the board for final decisions.</p> <p>Col Alton made a motion to support the potential development where the DDA parking spots are located and the board is willing to negotiate the issue of the parking spots and leases with the details to be worked out. Kyle seconded the motion, motion passed.</p> <p>ACCOUNTANT INFO: Carlee had a meeting with the accountant, she told the board what was discussed, including the 2016 DDA budget and how it needed to be on the same fiscal year as the City of Milledgeville because of audit purposes.</p> <p>Carlee went over what the accountant said about streamlining a new budget out of QuickBooks. Carlee told the board that she would be going through each of the line items in QuickBooks to better streamline the budget and present at the next meeting.</p> <p>The accountant also told Carlee that the way the rental income is set up in QuickBooks is not correct. The accountant told Carlee that she could change how that is currently done so it will show the income. Carlee also told the board that the accountant said she could look through the lease agreement to make sure the rental rate does not need to change.</p>
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	The Accountant told Carlee that there are several people that need to be issued a 1099 tax form and we do not have W9's on file. The board went over why some of those people needed the 1099. Carlee and Deana will be calling people after the board meeting to get the W9 forms.
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DESIGN

CHAIR: COL. ALTON

DISCUSSION	Nothing was discussed.
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PROMOTION

CHAIR:

DISCUSSION	<p>FIRST FRIDAY: Deana talked about bringing the Free Art 4U event back for the February First Friday. Deana has been talking with Dr. Aranda from the Georgia college Art Department about getting her students involved. Donna asked about the First Friday committee, she said it has been on autopilot for a while and asked if there were plans to bring in new committee members. She said she would be fine rolling off that committee and suggested asking Karen Barrett, owner of Eclectic if she would be interested in being on the committee.</p> <p>DEEP ROOTS FESTIVAL: Nothing to report, Carlee or Justin do not have the final numbers from the 2015 festival. Justin said he would get them.</p>
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ECONOMIC RESTRUCTURING

CHAIR: N/A

DISCUSSION	<p>LOCAL REVOLVING LOAN FUND COMMITTEE: Carlee showed the board what the Revolving Loan Fund committee came up with to give to City Council. The board took a few minutes to read over the guidelines. Justin thinks that about going before City Council they really need to get a good game plan with details worked out to really be able to sell the idea. Carlee suggested bringing Frank Pendergast in on the committee to help with the details and his utilize his knowledge of how the revolving loan fund works. Carlee is going to send a doodle poll out to schedule the next committee meeting for them to start working on those other details.</p> <p>BALDWIN LOFTS: Carlee updated the board on the amount of money in the Baldwin Loft account.</p> <p>BOOST: Donna told the board that at the last BOOST round two awards were given, one to Shrimp Boat and the other to Congentes. Donna told the board that she had lunch with Cheryl Crumbley to ask her about being on the BOOST committee. They discussed ways to improve BOOST membership including getting in front of more local organizations and getting feedback from BOOSTED businesses.</p> <p>Donna told the board that there is an article about Milledgeville coming out in GA Trend and it is supposed to talk about the BOOST program. Carlee was able to get other organizations to agree to a joint partnership half page ad and that will be in the magazine as well.</p>
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OTHER BUSINESS

DISCUSSION	<p>DIRECTOR'S REPORT: Carlee reviewed the director's report letting the board know that UPS made a donation to the BOOST program for allowing them to use the DDA parking lot, training dates and discussed different downtown properties.</p>
<p>Motion to adjourn made by Kyle Cullars, Col. Alton Seconded. Motion passed, meeting adjourned at 12.41pm.</p>	