

# Meeting Title

## MINUTES

MARCH 16, 2016

EDC 2<sup>ND</sup> FLOOR CONFERENCE ROOM

<b>MEETING CALLED BY</b>	Justin Jones at 11:34am
<b>TYPE OF MEETING</b>	MAIN STREET MONTHLY BOARD MEETING
<b>FACILITATOR</b>	Justin Jones
<b>NOTE TAKER</b>	DEANA THORNTON BY WRITTEN
<b>ATTENDEES</b>	Kyle Cullars, Missy Swicord, Adam Heagy, Justin Jones, Johnny Grant, Danielle Fields, Carlee Schulte, Deana Thornton

### Agenda topics

#### ORGANIZATION

CHAIR: JUSTIN JONES

<b>DISCUSSION</b>	<p>MINUTES: The board was emailed the January minutes for review. No one had any changes to suggest for the minutes. Kyle made a motion to approve the January minutes, Adam Heagy seconded the motion, motion passed.</p> <p>NEW BOARD MEMBERS: Justin introduced the newest MS/DDA Board members, Missy Swicord and Adam Heagy.</p> <p>BOARD HANDBOOK: Carlee included information for the board to have, including board terms, the 2015 work plan, monthly and ongoing task and bylaws.</p> <p>BUDGET: Carlee explained to the board that the budget they were seeing this month looked a little different because she is in the process of streamlining the budget with the DDA accountant. She also let the board know that while the DDA's work plan is on a calendar year schedule, the budget would have to stay a fiscal year to match the City of Milledgeville for the annual audit. The board was fine with that.</p> <p>REFRESH DEMONSTRATION PROJECT: Carlee gave a quick update from the National Main Street Center Community Experts. Carlee explained that she has reached out to them several times since the visit in February. She received a draft report about the visit but it did not give much new information. Carlee said she would like to go ahead and plan the annual work session. She will send out a doodle poll to schedule that meeting.</p>
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#### DESIGN

CHAIR: COL. ALTON

<b>DISCUSSION</b>	<p>50/50 FAÇADE MATCH GRANT: Carlee went over Frank Pendergast's 50/50 Façade Match Grant application for 119 N. Wayne St. Two quotes were submitted for the board to review, the board looked over the application and Kyle Cullars made a motion to approve the 50/50 Façade Match Grant application for 119 N. Wayne St. for \$1500, Adam Heagy seconded the motion, motion passed.</p> <p>WILLIAM &amp; ASSOCIATES: Carlee was contacted by Williams &amp; Associates, a design firm in the Atlanta area. They have offered to give the DDA four, free hours of design services each month. Anything after four hours will be an hourly fee but the DDA would have the option to have them continue working on the project or put it off until the next month. The DDA discussed what kind of projects they could get them to do. It was suggested that they work on small projects such as directional signage that will not take up much time. Adam made a motion to approve signing the contract to have Williams &amp; Associates provide design services for the DDA and not exceed four hours a month upon approval of the City of Milledgeville attorney, Kyle seconded the motion, motion passed.</p>
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#### PROMOTION

CHAIR:

<b>DISCUSSION</b>	<p>FIRST FRIDAY: Carlee and Deana gave an update on what happened at the March First Friday and gave the board details about upcoming First Fridays. Carlee explained that she is currently seeking sponsorships for First Friday and looking for new members to be on the First Friday Committee.</p> <p>Johnny Grant mentioned that the Milledgeville Film Festival is coming up in April. He said that there has not been much community involvement and without it he does not know if the festival will be able to happen again next year. He would like to find a way to get the community involved and promote the film</p>
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	festival more. Carlee said that she would be happy to help promote the festival on social media and in the MS/DDA monthly newsletter.
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**ECONOMIC RESTRUCTURING**

CHAIR: N/A

<b>DISCUSSION</b>	<p><b>LOCAL REVOLVING LOAN FUND COMMITTEE:</b> Carlee let the board know that the revolving loan fund committee made a fact sheet and she will be scheduling another committee meeting soon. Justin confirmed that the committee was to be coming up with a great presentation as well as talking to Council one-on-one to get support.</p> <p><b>BALDWIN LOFTS:</b> Carlee updated the board on the amount of money in the Baldwin Loft account and explained to Adam Heagy and Missy Swicord what the money is from.</p> <p><b>BOOST:</b> Carlee is working on collecting BOOST dues for 2016. She is struggling to collect from current BOOST members and there is not enough money to BOOST another business right now.</p> <p>The board talked about different ways to promote BOOST and the BOOSTERS. They discussed options for highlighting the BOOSTERS. Carlee explained that a task force is needed to make these things possible. Danielle suggested going to the BOOSTED businesses for help with this. There was also discussion among the board members about having a Georgia College intern help with promotion, social media and BOOST being a business class project. Adam volunteered to help work on the BOOST task force. Carlee will send a doodle poll to schedule a meeting with Adam, Donna, and anyone else interested.</p>
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**OTHER BUSINESS**

<b>DISCUSSION</b>	<b>DIRECTOR'S REPORT:</b> Carlee quickly went over the director's report (attached)
Motion to adjourn made by Kyle Cullars, Missy Swicord Seconded. Motion passed, meeting adjourned at 12:37pm.	