

**Perry Main Street
Regular Board Meeting
March 5, 2015
Minutes**

1. Welcome: President Scragg called the meeting to order at 5:05 p.m.
2. Roll: President Susan Scragg, Directors Marty Myers, Terre Walker, Sandi Smeltzer, Beth McLaughlin, Bob Taylor and Brian Jones.

Absent: Directors Angie Gheesling, Bill Loudermilk and Joe Brownlee

Staff: Main Street Coordinator Catherine Edgemon and Trisha McMillan, Recording Clerk
3. Review February 5, 2015, Meeting and February 19, 2015, Special Called Meeting Minutes
Without a quorum of voting members at the meeting, no vote on the minutes was taken; therefore, the minutes will be reviewed and voted upon at the next meeting. A few corrections were recommended.
4. Review and approve February financial statement
Ms. Edgemon reviewed financials with members. There were not enough voting members at the meeting; therefore, the financials will be voted upon at the next meeting.
5. Old Business
 - a. Review FY 2015 work plan – Ms. Edgemon said that per the Department of Community Affairs requirements for Main Street cities, she will include the work plan and mission statements on each meeting agenda to ensure that the board stays focused on work plan goals and is always conscious of the program’s mission.
6. New Business
 - a. Farmers’ market update – The farmers’ market will start on Saturday, March 7, from 8 a.m. to noon. Manager Jodi Daley has received a \$1,000 grant to do cooking demos and is taking a food safety class. Mrs. Daley plans to operate the market year-round and expects to move it to Carroll Street in May.
 - b. Review mission and vision statements – M. Edgemon told members they are required to review these statements on an annual basis. Everyone at the meeting agreed that the mission and vision statements accurately reflect the board’s mission and focus.
 - c. Review accreditation standards – Standards were reviewed by Ms. Edgemon. Point values are assigned to different tasks under the standards, helping DCA determine whether a program receives accreditation. For each standard communities are required to score 7 points, except for Historic Preservation (Standard 4), where the minimum required score is 10 points. Ms. Edgemon wants to review these each month.
 - d. Conflicts of interest policy – Ms. Edgemon said she is tweaking a draft letter of commitment, which includes a statement about conflicts of interest, and feels that the commitment letter would be a more appropriate way for the board to address how it will handle conflicts of interest, than adopting the document provided by the CPA.

e. Administrative support for event planning and public communications – Ms. Edgemon said she was asked to draft a job description for someone to assist with event planning and public communications, including social media. She said the discussion began about possible part-time help for planning city events. Ms. Edgemon shared the document with the board and said duties could be cut to match the funding level. After discussing it at length, members agreed there is a need for someone to perform these tasks.

f. Preliminary proposed FY 2016 budget and work plan – Ms. Edgemon said she has asked for \$65,000 for the 2016 preliminary budget request for Main Street. Ms. Edgemon projected selling \$30,000 for sponsors for the Buzzard Drop. She also asked for downtown billboards. Under the Design section she requested money to take down the existing canopy at Ms. Peggie’s and to get the building structurally sound. Money for up lights, gateway signage, educational programing and site visits were also in the proposed budget. Ms. Edgemon asked that members review the 2016 budget and work plan so that questions can be asked at the next meeting. The budget will be presented to council in late May or early June 2015.

According to Ms. Edgemon, DCA has stated that all Main Street communities will operate on a calendar year, regardless of the local fiscal year. Main Street programs must meet the minimum benchmarks set for each of the 10 standards listed in the work plan. Ms. Edgemon has matched the work plan and budget with the 10 accreditation standards, but will not know for sure until June how much funding the program will receive. Ms. Edgemon will talk with Elle Loudermilk to see if two tram tours of historical downtown buildings can be done this year for the Design Committee. The work plan will be voted on at the next Main Street Meeting.

7. President Items - None
8. Main Street Coordinator’s Report - Ms. Edgemon discussed her monthly report with members and recognized the new downtown businesses.
9. Committee Reports
Design Committee – Director Walker gave the Design Committee report. Ms. Walker told members about the peripheral lighting that she saw in downtown Vidalia, Georgia, which was by Universal Concepts of Cumming, Georgia. This company has agreed to come to Perry to give estimates for downtown lighting. Councilman Jackson will work with the committee on this project. Director Myers will ask Director Brownlee about the power source. Director Walker said the lights are low cost and suggested possibly having a fundraiser to help pay for them.

Promotion Committee – No report given due to the absence of Director O’Neal
10. Update on Downtown Development Authority - Ms. Edgemon said DDA is reviewing draft documents for the BOOST Program and the local downtown Revolving Loan Fund.
11. Certificates of Appropriateness issued - List distributed to members
12. Other - The Buzzard Drop recap meeting was held recently.
13. With no further business, the Main Street Board adjourned at 6:20 p.m.