

Lancaster Downtowners Steering Committee

April 9, 2007

Minutes

Present: Jim Kalish, Fred Pargeon, Carolyn Pargeon, Rod Houser, Jane Phillips, Charles Lane, Ken Nissley, Nancy B. Rogers, Mimi Shapiro, Rod Houser (facilitator)

Absent: Gene Aleci, Lois Good

1. **March Minute Review**—No changes to minutes
2. **Leadership**—Jane Phillips and Rod met since last meeting to follow up on the group's invitation to Jane to assume leadership. Jane is not interested in a leadership position but has agreed to bring her experience and knowledge of working in non-profits as a support to Rod. Rod will continue a leadership role with the following responsibilities:
 - Provide leadership for Steering Committee
 - i. Direct the planning and implementation of activities necessary to successfully move the Lancaster Downtowners through the development phase to the formal incorporation of the organization
 - ii. Lead the Steering Committee in the identification, prioritization, delegation and scheduling of activities
 - Direct internal and external communication
 - i. Facilitate and schedule Steering Committee meetings
 - ii. Provide meeting minutes
 - iii. Maintain website
 - iv. Assist with array of technological supports

Jane will provide support in such areas as planning strategies for seeking monetary support from individuals and organizations, researching services and activities for potential members, exploring possibilities for legal status or fiscal sponsor and setting up programs and services.

3. **Updated Roster**—Rod distributed a list of names and email addresses of persons who are currently receiving postings on the mailing list. Most of the email addresses should be current.
4. **Contacts**—Various people reported on contacts and conversations since the last meeting:
 - Jane Phillips and Jim Kalish with Doug Levering, Lancaster County Community Foundation—Downtowners would be a potential good fit for the kinds of non-profits that this foundation supports. We could apply for their next round of grants in the fall. Doug made some suggestions of possible organizations that we could possibly use as our fiscal agent until we would get our own 501 3c. He also described a new kind resource they will offer for management assistance for new organizations.
 - Rod will be meeting with Joe Wagman and a representative from a group that Joe is working with to look at senior housing options for Wagman's development of the old Lancaster Press Building.
 - Rod met with Michael Sprunger, executive director of Lancaster Living. Michael and Lancaster Living are very interested in working with us as we move through our next organizational phases. He offered to set up a meeting between representatives from our group and Bob Thomas of Tabor housing for discussion of possible fiscal sponsorship. We will pursue plans with Michael for this meeting.
 - Nancy B. Rogers has been keeping John Frey, president of Franklin and Marshall apprised of the activities of Lancaster Downtowners. She has also been in contact with Tom Beeman, president of Lancaster General Hospital, Jan Berger, an executive vice president of LGH, Julia Thompson of American Red Cross and Nelson Keener, a local realtor. We noted that in Beacon Hill's history association with a local hospital and a local higher education institution was an important relationship. Franklin and Marshall through student projects may have services to offer us, specifically in the area of developing and using assessment tools.
 - Jane and Jim will be meeting with Alice Yoder of LGH in the near future.
5. **Fiscal Agent vs 501 3c**—We had some discussion around the pros and cons of relating to another group as our fiscal agent vs moving ahead for 501 3c. We agreed that for the present, using another group as fiscal agent would be prudent but that we should eventually pursue 501 3c status. It is important that we take care in choosing a fiscal agent to make sure that we have a good match.
6. **Dealing With the Press**—As we make progress toward our organization, we will likely have opportunity for publicity in local press. Reporters seeking our story may have their agenda. It is important that *our* agenda is expressed in publicity. There is benefit if we initiate a contact. We did acknowledge excellent article done by Jeff Hawkes some months ago.
7. **Interim Board**—We are calling ourselves an interim board (those indicated as present above. Rod will check with Gene and Lois to make sure that they intend to be included. Rod will invite Michael Sprunger and the Pargeons will invite Nancy and Bob Frankhouser.

8. **Introductory Packet**—Rod handed out a packet consisting of a newly designed letterhead with introductory letter, a one page description of Lancaster Downtowners, a page of sample case studies, the work program summary prepared by Jim Kalish and the expanded work program summary. Various edits were suggested that Rod will incorporate. After including these edits, Rod will forward the document to Nancy for additional editing. Nancy will then forward this to Mimi Shapiro for final layout and design work. We discussed pros and cons of keeping Lancaster Downtowners as our name. We concluded that the addition of the tag line, “Providing support structures for retirement living in Lancaster City adequately describes who we are.
9. **Work Program Summary**—Jane suggested that the eleven points in the program summary could be grouped under three or four major areas. Jane, Jim and Fred will meet to work on this. They will return these edits to Rod for incorporation in the draft before Nancy and Mimi do final work
4. **Next Meeting**—Next meeting is set for Monday evening, May 14, 7 p.m.

Recorded by Rod Houser