

# Lancaster Downtowners Steering Committee

July 9, 2007

## Minutes

**Present:** Jim Kalish, Fred Pargeon, Carolyn Pargeon Rod Houser, Jane Phillips, Charles Lane, Ken Nissley, Mimi Shapiro, Lois Good, Rod Houser (facilitator)

**Absent:** Gene Aleci, Michael Sprunger, Nancy B. Rogers

1. **May minute review (no June meeting)**—Minute 2, bullet 1: should be Jeff Eddowes; Minute 3: should be Cherie Riggs
2. **Lancaster Campaign as fiscal sponsor**—Rod reported that Lancaster Campaign has officially accepted our request for them to be our fiscal sponsor. Cherie Riggs, director of Lancaster Campaign will prepare a formal agreement that spells out the terms of our relationship. They will provide office space and use of office equipment and supplies for 5-10% of income we generate from grants. We will also have our own phone number and services of their receptionist.
3. **Jane and Jim**—Jane Phillips and Jim Kalish have been devoting many hours to making contacts and drafting documents, frequently in conversation with Rod Houser. Steering Committee affirmed the work that they are doing and assured them that they are not overstepping boundaries of responsibilities.
4. **Networking and Contacts**—
  - Jim, Jane and Lois Good met with Jackie Burch, executive director of Office of Aging. Jackie was enthusiastic about Lancaster Downtowners and assured her support of our initiatives. They will be working on a four-year plan in the new future and would like to include in that plan collaboration with our group. Jackie suggested that they may even be able to provide some funds for our work. She also agreed to serve as a member of our consultant group.
  - Attorney Sam Mecum will be available to talk with us and offer advice on acquiring our 501 (c) 3, but did not offer pro bono services.
  - Attorney Will Campbell also showed interest but indicated that this is not his field of expertise.
  - Paula Wolf of Sunday news is interested in doing an article on us when the time is appropriate. Chrissy Smolenski of Online Publishers and Lancaster City Living is also enthusiastic about Downtowners.
  - Future Contacts
    - a. SACA
    - b. F&M—Fred suggested that in addition to F&M being a possible source for grants they may also be able to provide great services in helping to collect data. Nancy Rodgers has already made some connections with the college. When she returns to Lancaster, Rod will contact her and ask her if she is willing to follow up.
    - c. Downtown Ministerium
    - d. San Juan Baptista
    - e. Albright—New health care provider getting started in Lancaster area. Target audience is persons on medical assistance. May be a good organization for us to partner with.
  - Review of Funding Sources
    - a. Lancaster County Community Foundation had looked promising but they have recently announced that they will be directing funds more towards the arts community in fewer but larger grants. Jane Phillips will make contact with Doug Levering to see if there may be any reason for us to pursue their interest. There may be options for us to access funding that we could use for leadership training.
    - b. WAM—State Representative Mike Sturla has access to state funding for distribution; however neither Mike nor his office is involved in decisions about how the funds are distributed. Fred will contact Kedron Crowley who is involved in the distribution of these funds to determine possibility of our accessing them.
    - c. General Hospital
    - d. F&M—We will ask Nancy Rodgers to make contact.
    - e. Office of Aging
    - f. Freer Foundation
    - g. Lancaster Osteopathic Health Foundation
5. **Prospectus/Promotion Package**—Discussion of what sorts of information we want to use to present ourselves, how much, and how it should be presented generated considerable discussion. Rod presented yet another draft of the cover letter, description page package. Jim also presented some new narrative material which he suggested could be incorporated into the package.

Basic conclusion is that Rod will do a re-work of the prospectus which we are now calling an Organizational Plan taking out specifics and leaving goals etc. more general. Mimi will take this revision and work it into some sort of attractive presentation format.

At what point should we work our ideas into a more formal business plan? Jim Kalish suggested that we have the resources within our group and with more persons who will join our group. Creating a business plan as a group endeavor will build ownership for the end product. But others felt that tasks like this are more appropriate for a paid staff person who has more accountability than persons volunteering their time.

6. **Enrollment**—We have 60 to 100 persons on our email list whose interest and commitment are largely unknown. It is time to have some sort of enrollment process that asks persons to state their intentions and their long-term commitment to Lancaster Downtowners. Should this enrollment process be tied to a dues structure? Or suggested donation? The enrollment process should also be designed to get demographic information from our group as well as ideas of what sorts of specific services they would look for from Downtowners.
7. **Fall General Meeting**—We want to plan a fall general meeting for early October and announce it along with an agenda the beginning of September. Part of the agenda for our August meeting will be to plan this fall event.
8. **Next Meeting**—Monday, August 13