

# Lancaster Downtowners Steering Committee

August 13, 2007

## Minutes

**Present:** Jim Kalish, Fred Pargeon, Carolyn Pargeon Rod Houser, Jane Phillips, Charles Lane, Lois Good.

**Absent:** Gene Aleci, Michael Sprunger, Nancy B. Rogers, Ken Nissley, Mimi Shapiro.

1. **July Minutes review**—No additions or corrections.
2. **Treasurer Report**—Balance on hand: \$319.29. Charles will pay bill of \$95 for attorney fee. .
3. **Report: Meeting With Attorneys Sam Mecum and Matthew Samley**—Jane, Rod and Jim met with attorneys to review procedures for incorporation, establishing bylaws and applying for 501(c)3 status. Incorporation and establishing bylaws is fairly straightforward. Mecum and Samley suggested that we could save money by preparing the appropriate documents ourselves and then submit them for review, advertising and processing. They suggested that 501(c)4 status may be more appropriate but added that we should research the basis which Beacon Hill used to acquire 501(c)3 and perhaps we could follow a similar course.  
  
Since that meeting, we received a follow-up letter from the law firm outlining a proposal for their services. Rod read this letter and the steering committee agreed to use their services as funds to pay them become available. Letter is on file.  
  
Charles Lane will pick up application forms for 501(c)3 status. (*Note: I, Rod, will try to get information either from Beacon Hill or Capitol Hill Village relative to 501(c)3 application.*)
4. **Bylaws**—Jim Kalish distributed a draft of bylaws for Lancaster Downtowners. A few changes were made to Jim's draft. Steering Committee accepted the final draft. When we are ready to proceed to incorporate, this draft will be submitted to attorneys for final review. Draft is attached.
5. **Agreement with Lancaster Alliance**—Rod read the Fiduciary Agent Agreement from Lancaster Alliance. Committee accepted the agreement as outlined. Rod will write a response letter to Lancaster Alliance.
6. **Enrollment Form**—Since last meeting, Lois Good prepared a draft enrollment form to be used to invite people to make a more formal initial commitment to be part of Lancaster Downtowners. Corrections and additions were made to the draft. Committee agreed to let Lois and Rod prepare a final document. We will advise all persons who are on the email mailing list of this new step toward membership, and begin enrolling individuals and/or households at the fall general meeting. The form suggests an enrollment contribution of \$40 for an individual and \$60 for a household. Enrollment form is attached.
7. **General Meeting**—Committee set Monday evening, September 24 for a general meeting. A main focus of the meeting will be an update on progress that the steering committee has made during the past year and an invitation to enroll. We discussed pros and cons of including some sort of speaker/program as part of the evening. Jane, Jim and Lois will serve on a sub-committee to plan this meeting. Rod will extend an invitation to members of the steering committee who were not present to be on this sub committee.
8. **Fall Workshop Series**—Jim Kalish had prepared a proposal for a fall workshop series but we did not have time to review those ideas.
9. **Next Meeting**—Monday, September 10.

Attachments: Bylaws draft  
Enrollment form