

Lancaster Downtowners Steering Committee

September 10, 2007

Minutes

Present: Jim Kalish, Fred Pargeon, Carolyn Pargeon Rod Houser, Jane Phillips, Charles Lane, Ken Nissley, Mimi Shapiro.

Absent: Gene Aleci, Michael Sprunger, Nancy B. Rogers, Lois Good.

1. **August Minutes review**—No additions or corrections.
2. **Treasurer Report**—Balance on hand: \$224.29.
Correspondence/Updates—Rod read a letter of acknowledgement that he sent to Cherrie Riggs and Matthew Samly regarding our formal relationship with Lancaster Alliance and intent to work with Samly for legal services. Rod presented a update of our bylaws draft. Rod has been in email correspondence with Capitol Hill Village. They have offered to give us a copy of their 501(c)3 application for our use when we make application for non-profit status.
3. **Board Commitment/Expectations**—We discussed what sort of expectations are realistic for fellow board members and agreed that regular attendance at meetings and work on a committee is reasonable to expect. Executive Committee will follow up. We will be on the lookout at the September 24 general meeting for prospective board members. Fred suggested that we will soon need to consider Director and Officers Insurance to protect board members.
4. **Initiatives for “Quick Money”**—We are looking for a number of contributions in the \$500–\$1000 range before we apply for grants. Rod has been in email conversation with Joe Wagman. Ken will contact Michael Sprunger for ideas. Rod will speak with Leon Kraybill about a donation from Geriatrics Association. Phil Wenger of Isaac’s Deli and York Waste Management could be additional sources.
5. **Logistics/Planning for September 24 General Meeting**—The bulk of the evening was spent planning for the September 24 General Meeting
 - Charles will purchase packets and name tags.
 - Ken will be an outside presence to welcome people and assist in parking.
 - We will all place flyers (prepared by Mimi) at strategic downtown locations
 - Rod will start meeting with a 10 minute welcome and review of packet
 - Jane will introduce speakers and field questions following their presentations
 - Rod will take care of building logistics (sound, lighting, opening and closing etc.)
 - Lois and Jim will distribute packets and welcome people on arrival.
 - Fred and Carolyn will take care of refreshments and set up for refreshments.
 - All board members, wearing identifying name tags, will be available for questions/discussion during refreshment time.
 - Charles as treasurer and others? will be available to receive enrollment forms during refreshment time
 - Formal part of evening should end a few minutes before 8 p.m., in an effort to keep this portion of evening under an hour.
6. **Next Meeting**—No time for follow up meeting was set.