

Lancaster Downtowners Steering Committee

January 14, 2008

Minutes—First Draft

Present: Jim Kalish, Fred Pargeon, Carolyn Pargeon, Rod Houser, Charles Lane, Ken Nissley, Nancy B. Rogers

Absent: Michael Sprunger, Gene Aleci, Lois Good, Jane Phillips

1. **Treasure Report**—Balance as of December 31, 2007: \$1925.60
2. **Incorporation/Bylaws**—Jim reviewed the procedures for the final leg of incorporation. Articles of incorporation were reviewed. Our bylaws will stand as written. Attorney Samley will take care of remaining technical details and will file for incorporation. Bylaws call for one open meeting per year at which time officers are elected. We've incorporated as Lancaster Downtowners but the working name can be changed at any time in the future. Jim moved to accept the articles of incorporation. Nancy B. Rogers second. Voted approval.
3. **501(c)3**—Board senses no real urgency to file for 501(c)3 status, so group agreed to keep that process on hold.
4. **New Board Member**—Del Seitz will join the board at our next meeting. He is currently traveling in Nepal. Rod will add Del's name to our stationary template.
5. **Election of Board**—Eugene Aleci, Lois Good, Rod Houser, Jim Kalish, Charles Lane, Ken Nissley, Carolyn Pargeon, Fred Pargeon, Michael Sprunger, Jane Phillips, Nancy B. Rogers, Mimi Shapiro, Del Seitz
6. **Promotional/Fundraising packet**—Board reviewed the updated promotional packet that was compiled by Jim, Jane and Rod and commended them for their work. Rod will incorporate two changes to the "What is Downtowners" document in the folder.
7. **Community Foundation**—Jim reviewed a visit that he, Jane and Rod made with Shanon Solava-Reid to inquire about possibility of applying for a grant from the foundation. Shanon was complimentary and encouraging of our work but explained that our organization does not fall under their funding guidelines. She did agree to arrange make arrangements for us to meet with Phil Calhoun of the Feree Foundation. Shanon will attend that meeting with us.
8. **Next Priority**—We agreed that our next emphasis is for individuals on the board to use the promotion packets to solicit funds in the \$500–\$1000 range from individuals or local businesses. Rod will generate personal letters for each prospective donor and prepare packets.
 - Fred will make personal contacts with two or three persons and will either contact Mike Sturla's representative or contact Gene Aleci to make a Sturla contact.
 - Ken Nissley will contact his neighbor, Gary Ziffer.
 - Nancy B. Rogers will contact the Shaws and Weidmans.
 - Rod Houser will contact Phil Wenger
9. **Database**—Fred is developing a database on Access. Rod will provide Fred with names of all persons and their membership status so that Fred can bring his records up to date. From now on, Fred will maintain our membership and contact records. Fred will include a field for the neighborhood, using the designations of Lancaster Living.
10. **City Map**—Rod would like to acquire a good city map and have someone place a pin at the location of each of our members. He will contact Suzanne Stallings at city hall for ideas of where to get one.
11. **Program and Social Committee Report**—Jim will activate the Program and Social Committee to put together two workshops and one social activity for late winter. The workshops will be "How to Deal with Bureaucracies," and "Family Relationships." The social event will be meals hosted by individuals in their homes.
12. **Service Provider List**—Ken will be working on updating our list of service providers. He is looking for a format to use to establish agreements between Downtowners and the providers. Rod will post a request on the Beacon Hill listserv to see if any other group has a format to share.
13. **Next Meeting**—Monday, February 11.