

Lancaster Downtowners Board Meeting

April 14, 2008

Minutes Draft

Present: Jim Kalish, Fred Pargeon, Carolyn Pargeon, Rod Houser, Charles Lane, Del Seitz, Emily Booker, Lois Good, Ken Nissley, Nancy B. Rogers, Mimi Shapiro

Absent: Michael Sprunger, Gene Aleci, Carolyn Pargeon,

1. **Treasure Report**—Balance as of January 31, 2007: \$2300.
2. **Membership**—Membership continues to grow. Exact numbers were not available.
3. **Education/Social Committee**—Members of the committee reviewed their upcoming events:
 - Homecare Options Workshop—Panel of four will present May 19 at the Lancaster County Library. Jim circulated a list of locations for delivery of fliers and asked for volunteers to pick up and deliver. Jim will prepare the fliers and have a supply available for pickup at the Queen Street office and at CMCL office.
 - Nancy B. Rogers volunteered to serve in ongoing capacity as media release person for Downtowners.
 - Dinners—Three persons have hosted dinners and there is interest in scheduling more. Emily has posted a request for volunteer hosts and will post invitations to dinners after hosts and dates are established.
 - Theatre of Seventh Sister—Sandy Asher is setting up an evening with Theatre of Seventh Sister production, May 23. Downtowners attending will receive a group discount and will have opportunity to meet with cast and producer for discussion following the show.
 - Picnic—Potluck picnic is scheduled for June 28 at Buchanan Park. Committee is asking for volunteer to coordinate.
4. **Service Provider Committee**—Ken Nissley reported that the committee is drafting forms for Downtowners to recommend providers such as plumbers and handymen for our members. Forms are also being drafted for the providers to supply information. As soon as these forms are completed, members will be solicited via our email list to make recommendations.
5. **501(c)3 application**—Charles reminded us that application needs to be made within 27 months of incorporation.
6. **Funding Options**—Rod presented the following review of four pending funding opportunities. No action was taken as to how or when to proceed.
 - Application has been made to Feree Foundation. We have not heard any response to date.
 - Jim, Emily and Rod met with Geoff Eddowes and Alice Yoder of Lancaster General. They had an excellent conversation and an invitation to submit a request for funding. Alice reviewed the current LGH board initiatives: Tobacco, Domestic Violence, Obesity, Access to care.) Alice suggested that in a letter of request we state specific goals and relate them as much as possible to the current initiatives of the Lancaster General board. Geoff suggested that we become familiar with Albright Senior Care Life Program and look for opportunities to collaborate.
 - Jane, Jim and Rod met with Shanon Solava-Reid of the Lancaster County Community Foundation in January. Shanon was very interested in Downtowners but explained that Lancaster Downtowners would not fit into the funding guidelines of the foundation. However in mid-March, Shannon sent to following email to Jane, indicating a way that we may be able to acquire some funding from the foundation:
Hi Jane: I know you are continuing to look for funding for Lancaster Downtowners. Just wondering, have you decided to partner with someone or submit papers for a 501c3? We are willing to consider an application under the LeadWell MOD grants strategic planning guidelines. We cannot promise any funding but I wanted to touch base with you to see where you are in the process in case you wanted to prepare a grant application for August. Although you do not have an operating budget for fulltime employee, I do believe you may be able to make the case for existing services not being available in the city (see notation 2 of attached grant guidelines).
 - Rod met with Susan Eckert of Lancaster United Way late March. Susan shared a long list of names of persons in the city who may be interested in making a personal donation to Downtowners and suggested strategies for contacting and inviting these persons to donate.
7. **Business Plan and Budget**—Rod, Fred and Del presented a draft of a business plan for Downtowners. Discussion ranged from energizing to volatile and included the following:
 - History section should include relationship to Lancaster Alliance and less detail on early history. Background information on initial board members should also be summarized.
 - Suggesting “traditional middle class” as a target group should be broadened to be less exclusive.
8. **Membership Meeting**—Emily Booker suggested that we consider calling a membership meeting perhaps in June to present an update, solicit additional board members and volunteers for various tasks that need to be done.
9. **Next Meeting**—Monday, May 12