

Lancaster Downtowners Board Meeting

May 12, 2008

Minutes

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

1. **Treasure Report**—Balance: \$2340.
2. **Membership**—Membership is around 75 individuals.
3. **Education/Social Committee**—Plans are in place for Homecare program, May 20. All three social events in homes have guest lists and will take place. Picnic is scheduled for June 28, 5 p.m. at Buchanan Park. Rod will take responsibility to coordinate and will work out details for bathroom key with Jim. We will provide charcoal fire and ask people to bring their own items to grill, paper supplies, drink, lawn games, grandchildren and a simple dish to share. Downtowners will provide paper supplies for those who forget. Rod will include directions for parking in future announcements.
4. **Service Provider Committee**—Work is on schedule. Ken will have some sort of form for members to suggest providers available at members' meeting.
5. **501(c)3 Application**—Rod will forward copy of Capitol Hill Village 501(c)3 application to Charles who will start working on application. Emily suggested that her husband Harry, who is an attorney, may help with application.
6. **Funding**—We have received our first grant of \$15,000 from Feree Foundation through our contact with Phil Calhoun. Phil asks that in any publicity we do regarding this grant we keep the source anonymous. Discussion about how we use this money included hiring staff person which could be a short term or interim commitment or a contract for a specific task. A separate committee to address this decision could be helpful. Jim suggested a way to think about this is to consider pay rate of \$20 per hour, 10 hours per week, 25 weeks = \$5000.
7. **Leadwell Grant**—We will proceed with making application for a Leadwell Grant. Nancy B. Rodgers volunteered to help Jim and Emily with preparation.
8. **Discussion**—As we look toward making more requests and application for funding we need to think about exactly why we are making requests. Operating expenses? Program expenses? To better the community? Can we make a strong case to a potential funding source? Discussion brought us around once again to the need for articulating a strategic plan.
9. **Members' Meeting**—We discussed unique location for a members' meeting. Ideas included top floor of Greist Building, fellowship room at James Street Mennonite Church (a renovated old Lancaster warehouse) and Southern Market Council Room. As we continued discussion about planning for the event, general consensus emerged that we do not have enough time to plan an effective early June meeting. We will plan a September 8 meeting following the following format:
 1. Invite Jeff Hawkes to interview Jean Garreth, possibly our oldest member, on recollections of old Lancaster as opener
 2. Review history of Downtowners: Board formation, incorporation, status on 501©3 etc.
 3. Provide form to fill out: inventory of skills, interest etc. that could be contributed to Downtowners
 4. Prepare area map with a pin at each member household and a different colored pin for non-members
 5. Plan some sort of interactive activity—Rod will work on a Bingo format where blocks represent different ideas such as “moved into the city in past year” with idea that persons find people who fit each description and fill their card with names.
 6. Convene committee meetings and ask attendees to sit in on committee of their interest. Hopefully have a chair in place for each committee
 - a. Membership Committee (New committee)
 - b. Education Social
 - c. Finance
 - d. Communication
 - e. Service Provider
 - f. Data/Research
10. **Solicitation for Committee Members**—Rod will post message on mailing list that Members' Meeting is postponed and “advertise” need for more committee members. Del suggested that the post include a brief description of committee responsibilities.
11. **Smart Spaces**—There is interest in the Smart Spaces initiative coming out of Penn State that Jarol Boan brought to our attention. The board has interest in learning more about this. Rod will follow up with Jarol.
12. **Personnel**—An agenda item for next meeting will be discussing a job description for a staff person. Rod will circulate a draft that he, Fred and Del put together during their work on a Business Plan.
13. **Next Meeting**—Monday, June 9