

Lancaster Downtowners Board Meeting

July 14, 2008

Minutes

Present: Jim Kalish, Rod Houser, Charles Lane, Del Seitz, Emily Booker,, Mimi Shapiro

Absent: Lois Good, Ken Nissley, Nancy B. Rogers

1. Updates/Reports

- Homecare Program—Program in May was well attended and well received by those present.
- Social Events—Three couples attend event at Jessica Pavelko's home and about fifteen persons attended event at Nancy and Myke Roger's home. Twenty or more persons attended the picnic at Buchanan Park. These social events have been great opportunities for members and prospective members to make connections.
- Strategic Plan—Jim Kalish has been in conversation with Myke Rogers about working on a strategic plan for Downtowners. Mike should be able to start working on this in September.
- Leadwell Grant application—Emily is working on application for a Leadwell Grant from Lancaster County Community Foundation earmarked for strategic planning. She will acquire the appropriate documents from Lancaster Alliance and Rod necessary for the application.

Action: Lancaster Downtowners authorizes application for a \$10,000 Leadwell Grant from Lancaster County Community Foundation for strategic planning.

- 501(c)3 application—Charles has reviewed some materials relative to application but has not started the process. Emily indicated that her husband, Harris Booker, would be available to offer legal advice.
 - CBS Channel 21 invitation for interview—Mimi agreed to be interviewed by Channel 21 reporter. Rod will forward documents to Mimi for background information and assist in connecting her with the reporter.
2. **Service Provider List**—Rod reported for Ken that the recommendation form from the Service Provider Committee was completed and distributed copies. Board asked Rod to convey thanks and appreciation to the committee. Rod will post form on mailing list, inviting everyone on the list to submit recommendations with understanding that final list will only be available to paid members. Form is attached.
 3. **Program Coordinator Job Discretion**—Emily presented a draft of a job description for a Lancaster Downtowners Program Coordinator. Board commended her work and made suggestions for a few changes. Final draft is attached. The next step is to name a Personnel Committee who will review issues of how the search should be conducted and terms of the offer. Board is suggesting a per hour rate of \$25–\$30 depending on experience and skills that a candidate brings to the position. The committee will report to board in August, then begin advertisement process. Rod will ask Nancy B. Rogers and Ken Nissley to serve on the committee. Rod will also serve. A fourth person would be helpful.
 4. **Committee Job Description**—Rod distributed a draft prepared last year of descriptions of committees. Updated version is attached. We will use this document as we publicize our September meeting and invite persons to become involved by way of committee membership.
 5. **Members' Meeting, September 8**—September 8 will be devoted to updating members and prospective members on the progress of the organization and to recruit volunteers for committees. Rod will invite Jeff Hawkes to join us and interview our oldest member, Jean Garrett, on her recollections of early Lancaster. Rod will begin posting email announcements for this meeting. Emily will check on availability and rental fee for Lancaster YWCA. Particulars in planning for the meeting will be the main agenda at our August meeting.
 6. **Next Meeting**—Monday, August 11, at board room of Lancaster Alliance office.

Attachments:

Service Provider Recommendation form
Program Coordinator job description
Committee job descriptions