

Lancaster Downtowners Board Meeting

August 11, 2008

Minutes

Present: Rod Houser, Charles Lane, Del Seitz, Emily Booker, Mimi Shapiro, Lois Good, Ken Nissley

Visiting: Bob Wolfe, Joni Soost

Absent: Nancy B. Rogers, Jim Kalish

1. Updates/Reports

- A. *Strategic Plan*—Rod reported that Jim Kalish has been in conversation with Myke Rogers to begin working on a strategic plan in September. Funds for strategic planning are included in our Leadwell Grant application.
- B. *Lancaster County Community Foundation Grant*—Emily reported that our application for a Leadwell Grant has been completed and filed. Our request includes funding for organizational planning, research, strategic planning, fees for Leadership Lancaster programs, staff salary (if used for planning process) and travel to Beacon Hill Village. Our application will be reviewed during August and a decision will be made by the end of October. Grant period runs from November 1, 2008–November 1, 2009. Del asked for a copy of the budget that was submitted. Emily will send that to him.
- C. *501(c)3*—Charles needs most recent version of bylaws, articles of incorporation and financial information. Emily reminded us that her attorney husband, Harris, is available for assistance. Rod will forward requested documents to Charles.
- D. *CBS Channel 21 interview*—Mimi followed up on invitation to be interviewed on Ch 21, but got no response.
- E. *Service Provider Committee*—Ken reported only one response to request for recommendations. We will prepare forms to distribute at the September meeting and hope for a better response.

2. **New Board Member**—Mary Lou Higgs has agreed to join the board. Charles moved that we add her to the board; Lois second.. Board unanimously approved.

3. **Personnel Committee**—Rod distributed copies of the job description for a staff person and announced that Jim Kalish, Emily Booker and Nancy B. Rogers will join him to form a Personnel Committee. They will meet August 21. In the meantime board members are free to show job description to possible candidates and indicate that a search process will be started soon.

4. **Mailing for September Meeting**—Rod prepared three versions of a letter for announcing the September meeting—one for persons on our mailing list who are not members, inviting them to enroll; one for members who enrolled last September or October, inviting them to renew, and one for members who enrolled after October indicating a second mailing would follow inviting them to renew. All mailings included announcement of the September annual meeting. Materials were distributed among board members for envelope stuffing and mailing.

5. **Committee Structure**—We considered adding an additional committee that would work on recruiting volunteers to be available for various support services to members but decided to table this until more work is done on strategic planning. Current list includes a Finance and Development Committee. Rod will drop Finance from this committee name and update it to be just Development Committee.

6. **September Meeting**—Format for meeting:

- A. *Location*—Mulberry Art Studio. Setup will include sound system, podium, stage unit, registration and serving tables for fee of \$125.
- B. *Invitation/Publicity*—Mailing has been sent to all on mailing list and all members. Board members will post announcement at various locations. Rod will send additional email reminders and ask for email RSVP.
- C. *Membership/Registration Table*—Charles will be in charge of a membership sign up table. Rod will prepare printouts of current mailing list, members, renewal dates etc., and will have forms available for new member signup. Rod will also bring nametags and pens.

Helper(s) for Charles—Unassigned

Program

- A. *Dialogue between Jeff Hawkes and Jean Garreth*—30 minutes
- B. *Year in Review Report*—10 minutes
- C. *Committee descriptions and invitation to participate*—20 minutes

Persons indicated below will make short (less than 5 minute) presentations about their respective committees. We will distribute a form for all in attendance to indicate where they would like to be involved in committee participation and encourage people to speak with the committee reps during social time. Rod will prepare response form.

- i. Program Committee—Jim Kalish
 - ii. Membership Committee—Rod Houser
 - iii. Development Committee—Emily Booker
 - iv. Service Network Committee—Ken Nissley
Ken will distribute forms for people to suggest service providers.
 - v. Board—Rod Houser
- D. *Social Time*—30 minutes
- vi. Refreshments—Cookies, pretzels, cold drink, coffee, cream, sugar
 - a. Cookies—Joni Soost, Carolyn Pargeon (not confirmed—Lois Good backup)
 - b. Coffee, coffee pot, cream, sugar, paper supplies—Rod Houser
 - c. Pretzels—Charles Lane
 - d. Cold drink—Emily Booker
 - e. Setup and host/hostess—Unassigned

7. Next Meeting—To Be Announced