

Lancaster Downtowners Board Meeting

March 11, 2009

Minutes

Present: Rod Houser, Charles Lane, Nancy B. Rogers, Jim Kalish, Emily Booker, Ken Nissley, Del Seitz, Joni Soost, Beth Lichty.

Guests: Nancy Gingrich Shenk, Bob Ibold

Absent: Lois Good, Mary Lou Higgs

Meeting facilitated by Emily Booker, Vice President

1. **Workshop with Shayna Manheim**—Emily reviewed the workshop with Shayna Manheim attended by Beth, Del, Rod, Emily, Cherie Riggs and Darlis Myer. Results of the workshop were a mission statement and work plan for each committee. Copies of statement and work plans were distributed.
2. **Mission Statement**—Board members expressed appreciation for the statement and complimented the work that went into it. There was conversation about the length being somewhat long but general agreement that we could use our current tag line, “providing support for retirement living in Lancaster city” as a short mission statement and the proposed statement as a longer version. Charles Lane moved, and Nancy B. Rogers seconded that we adopt our current tag line and the mission statement as proposed to represent what we are as an organization. Motion carried. Text of mission statement follows:
The Lancaster Downtowners is a community-focused not-for-profit organization that provides access to services and social networks for people living out retirement in Lancaster city. The Downtowners Organization encourages independent living and seeks to improve the quality of life in Lancaster.
3. **Budget**—Del reviewed the new procedures he is using to track our finances and presented an end of year (2008) report and a to-date report for 2009. (Reports Attached.) Del also presented a revised 2009 budget. Ken moved, and Charles seconded approval of budget and fiscal year being same as calendar year. Motion passed unanimously.

Del also asked for a resolution that Eugene Aleci and Ken Nissley be removed as persons who can sign checks and Del Seitz, Charles Lane and Emily Booker be named as persons who can sign checks. Del made motion for this resolution, Ken Nissley seconded. Board unanimously approved.
4. **Development and Finance**—As part of the budget report, Emily and Del reviewed discussion from Development and Finance Committee (note new name). Increasing membership is an important goal for development of the organization. As we are able to provide more services, we will implement dues increases. A strategy for grant applications will be to target two initiatives, a volunteer project and a major membership/public event, and seek funding for these projects which would cover costs of Beth’s involvement in planning them. The committee will also look for \$500 and higher contributions from individuals in the Lancaster community who support our mission. They have prepared a promotion packet which they will use when making contacts. Beth reported that she is working with a graphic designer who will produce a brochure for us gratis that should be available as early as next week.
5. **Membership**—Joni reported that we are getting new members and are contacting current members who have not renewed. Membership Committee will make an effort to establish a presence at future neighborhood events like block parties with promotion materials and enrollment information. Home gatherings that members have been hosting are a time for members to learn to know each other as well as a time to invite prospective members to learn more about the organization. Rod will review membership and report up to date numbers of households and individuals that are members.
6. **Bylaws**—Our current bylaws do not reflect some of our current ways of doing business. Executive Committee will present proposed revisions/updates at next board meeting.
7. **Program Committee**—Beth reviewed upcoming events. She has been in conversation with Dr. David Schuyler to be keynote speaker at a major spring event. Beth asked for someone to chair a committee to plan this event. Although no one agreed to take chair responsibilities, Charles, Jim, Mimi, Nancy, Bob and Joni agreed to help with planning. Nancy Gingrich and Beth will work with Program Committee to solidify a planning committee. There was discussion on pros and cons of planning the event for May or June.
8. **Public Relations**—Bob and Nancy are currently the committee and have been working on text for a brochure which Jim Castanzo of Godfrey Advertising will be using for the brochure mentioned above. Bob asked that board members submit images that could be used for publicity.
9. **Service Providers**—Committee meets monthly and has sent 25 invitations to providers to be on our membership recommended list. There have been four returns; committee will follow up with others.
10. **Volunteer Program**—Beth has been in contact with MU and F&M to line up student volunteers to work as interns, possibly for demographic studies, or general assistance to our members. MU has a program on April 4 called Into The Streets where students connect with community organizations to provide volunteer services. Board suggested that we organize a project such as backyard cleanup that would involve our members and student volunteers.

11. Member Helping Member—Jim highlighted the importance of organizing some sort of mechanism for members of our organization being available to help each other out in times of need. There was affirmation that this is indeed an important goal of Lancaster Downtowners.

12. Next Meeting—April 8, 11:45 a.m.

Recorded by Rod Houser