

MINUTES

Montevallo Main Street (MMS)

Board of Directors Meeting

January 10, 2019

In Attendance (term expiration)

√	Black, Jason (2021)	√	Shunnarah, Stephanie (2021)
	Brown, Yoko (2021)		Smitherman, Julie (2020)
	Darby, David (2022)	√	Tate, Casie (2020)
√	Gutierrez, Omar (2020)		
√	Holloway, David (2021)	√	Bennett, Courtney (<i>Ex officio</i>)
√	Lehman, Herman (2022)	√	Cost, Hollie (<i>Ex officio</i>)
√	Lightfoot, Kirk (2022)	√	Gilbert, Steve (<i>Ex officio</i>)
	Phagan, Pam (2020)		Stewart, John (<i>Ex officio</i>)
√	Sanders, Tom (2021)	√	Woodham, Dee (<i>Ex officio</i>)

Call to Order and Approval of Minutes

The meeting was called to order by Treasurer Herman Lehman, in the absence of the President, at 8:00 a.m. Minutes of the December 13, 2018 meeting were reviewed. It was noted that one name was spelled incorrectly and that the abbreviation of the organization's name should be MMS. *On a motion by K. Lightfoot, seconded by D. Holloway, the minutes were approved with these corrections.*

Treasurer's Report

A report dated January 10, 2018 was presented in the agenda indicating:

Total Operating Funds = \$13,264 (unencumbered funds)

Revenue Sources -

- \$13,815 memberships collected from new or renewing members since in 2018;
- New membership in past month \$1,645
- Pending collection – n/a;
- Other revenue (to date) – sale of street signs \$418, sale of traffic lights \$400, sale of Christmas Tree ornaments \$183;

Fund Reallocation Requests = None

Fund Allocation Requests = None

Budget 2019 – Not discussed

On a motion by T. Sanders, seconded by K. Lightfoot, the financial report was approved as presented.

President's Report

- Walkability Workshop – This was conducted in the City on January 4 by Alabama Communities of Excellence and was an excellent event.

Board Committee Reports

- Organization Committee – no progress on the pending 501(c)6 application.
- Design Committee – K. Lightfoot reported there were no major items.
 - S. Gilbert indicated that the Tinglewood Committee wants to look at adding banners for this festival this year and that the Farmers Market banners need to be reviewed. *P. Phagan needs to be consulted about these items.*
- Promotions Committee – C. Tate indicated no items to report.
- Economic Vitality Committee – H. Lehman reported the following:
 - Hotel Development – The City is still looking at the feasibility report and potential for hotel development.
 - Victory Building – The City has a contract on this property including the parcel across Main Street (the parking lot). An environmental assessment is currently underway.
 - Ace Hardware – They are looking at a potential locations for a store.
 - 58 Inc. Conference – H. Lehman and D. Woodham attended a meeting on incentives for economic development. It was emphasized that communities needed to decide on what types of businesses they wanted to recruit and what incentives are feasible for this purpose. It was noted that Montevallo has a study that was completed by Main Street Alabama within the last year or two that provides an analysis of business needs. *It was suggested that a meeting is needed with key stakeholders (e.g., UM, Chamber of Commerce, etc.) to discuss potential options.*

Executive Director's Report

- Property Activities – C. Bennett provided a detailed report (see Agenda) on property/business activity in the City:
 - Opened this month – 0
 - Opening soon – 6 expected in the spring to summer timeframe
 - Buildings for sale or rent - 4
 - Relocations - (0);
 - Business closings (0);
 - Sale of Business or other transitions – 2 (Montevallo Flower Shop, Montevallo Cleaners)
- Upcoming Events – Board members were encouraged to support the events listed in the agenda by a number of community organizations during the month.

Old Business

- Volunteer Hours – These were collected from Board members.
- Street Dawgs – Work is underway on developing this youth program. Activities are expected to ramp-up in early 2019.
- Downtown Wayfinding – This project is still underway. A graphic designer has been commissioned to begin the project.
- MAX Bus – This pilot project ends Feb. 4th. The City is looking at options and alternatives.
- National Main Street Conference in Seattle (March 25-27, 2019) – MMS will pay for the registration, hotel and airfare for members that are attending. Members will pay for food, local transportation and any other costs.

New Business

- Funding Allocation – No requests

- There was a question about the Façade Grant program continuing as there is potential interest by other businesses. It was discussed that this is dependent on funding availability during the coming year. Donations by private citizens will be solicited to fund the program.
- Love Montevallo Day – This event is scheduled for Saturday, March 16, 2019 at Shoal Creek Park. Work is underway with MMS supporting this event to tie it to downtown with related activities.
- Bylaws Review and Revision – Article II of the Bylaws was reviewed in the meeting. It was agreed that no revisions are needed. There was discussion of whether the MMS membership has to vote on changes to the bylaws, but the bylaws indicate that only the Board has to approve changes.
- Board Positions –
 - Kirk Lightfoot will become Chair of the Design Committee. P. Phagan will continue to serve on the committee and oversee the Façade Grant program.
 - A Chair is needed for the Economic Development Committee. H. Lehman is serving as interim chair.
 - Regions Bank has been approached about filling a vacant seat on the Board. A response is pending.
- Statement of Expectations of Board Members – C. Bennett asked that Board members review this document and let her know if any questions and be prepared to discuss it at the Board training session in the coming week.
- Board Training with Mary Helmer – This is scheduled for Thursday, January 17 at 8 a.m. at City Hall. It is important that all Board members attend.
- Board Member Binders – These were distributed at the meeting to retain agendas and reference material.
- Membership Drive – *A list of potential Main Street members was distributed and Board members were asked to select four businesses/individuals from the list to contact personally about becoming members. These should be coordinated with C. Bennett.*
- Drainage Issue on Middle Street – S. Gilbert and C. Tate explained a significant drainage issue in an ally off Middle Street. A building gutter appears to be stopped up and a street drain also seems to be clogged. *H. Cost indicated she will follow-up.*

Next Meeting

The next meeting will be held at 8:00 a.m. on Thursday February 14, 2019 at the GloCo building.

The meeting was adjourned at 8:50 a.m.

Respectfully submitted,

Tom J. Sanders

Secretary