Newkirk Main Street

Minutes of Board Meeting April 20, 2020 5:00 p.m. via zoom

In attendance: Dawn Brakey, Holly Cline, Jason Shanks, Sue Roy, Maggi Hutchason. Staff present: Alyssa McCleery

Meeting called to order at 5:00 p.m. by Vice-Chairman Jason Shanks. Quorum was established. Shanks was asked to preside due to Roy’s attendance limited to auditory only.

**Minutes of February Regular meeting, March regular meeting, and April special meeting**. Minutes were distributed in advance. Motion by Roy, second by Cline to approve the documents presented. All aye. Motion passed.

**Treasurer’s Report.** February and March reported distributed in advance.Motion to accept the reports by Roy, second by Cline. All aye. Motion passed.

* **Discussion and action on holding the annual meeting on Zoom:** In accordance with the by-laws, the election of new board members requires a vote of at least 10% of the membership. This typically occurs during the NMS annual meeting in March, but the pandemic situation prohibits that form of meeting. Currently the board members whose terms expired in 2019 are continuing to serve in the interim. McCleery is asking to create a zoom meeting and provide notification to the membership of the need to vote on new board members, while protecting members from exposure to the virus. Following the by-laws, advance notice will be made by the Organization Committee to the membership of the date, time, and procedure for this vote. Approximately 6 members are needed to vote to meet the 10% requirement. Motion by Hutchason, second by Roy to authorize the use of zoom to conduct the annual membership vote on board members. All Aye. Motion passed.
* **Discussion and action on new NMS logo:** As part of a review of NMS marketing and mission planning for several months, the need for an updated logo was identified. Two logos were presented that were prepared by a pro bono graphic designer. Motion was made by Brakey, second by Hutchason to approve the multi-color image (#1 as presented) that closely aligns with the new logo of the State of Oklahoma. All Aye. Motion passed.
* **Discussion and action on Design Grant revisions.** Clarification has been needed on the process for applying for and awarding Design grants. Drawing from information provided by other Main Street communities, and the recommendations of the Design Committee, the new process and forms specify the number and value of grants to be awarded, requirements for documentation of the process, and change the format to a matching grant $1/$1. Motion was made by Cline, second by Brakey to accept the forms and procedures submitted. All Aye. Motion passed.
* **Discussion and action on Oklahoma Humanities Council Grant specified for Stage 2/Storytellers at Charlie Adams Day:** Previously the NMS board had approved NMS staff submitting an application for Oklahoma Humanities grant for $1000 as has been the procedure for several years to fund the historical storytellers portion of the Charlie Adams Day event. In the process, it has been recommended that the Newkirk Historical Society be the fiscal agent and apply for the grant rather than NMS as most of the tasks and responsibilities for that portion of the event is entrusted to the Historical Society leadership and volunteers. This would relieve NMS staff and volunteers from duties related to Stage 2 area and performances, and the Historical Society would assume all responsibility for grant management, liability insurance, publicity, and all other related expenses. The event would likely occur as planned under a different fiscal agent. Motion to remove NMS from the Humanities grant process for Charlie Adams Day was made by Roy, second by Shanks. All Aye. Motion passed.

**Reports Received:**

* Office report
* Reinvestment report
* City Sales tax
* Volunteer hours

Board members are requested to return their binders to be updated with new materials.

Having completed the agenda, the meeting was adjourned at 5:31.

Next Meeting May 18, 2020

Respectfully Submitted,

Maggi Hutchason, Secretary