Newkirk Main Street

Minutes of Board Meeting May 18 ,2020

In attendance: Dawn Brakey, Holly Cline, Janel Leaming, Brady Barnes, Robert Capone, Ali Carpenter, Sue Roy, Richard Hinthorn, Brian Hobbs, Maggi Hutchason. Staff present: Alyssa McCleery Guests: Faith Capone

Meeting called to order at 5:02 p.m. by President Sue Roy. Quorum was established.

**Welcome new board members.** Introductions were made by all. New members recently approved by the vote of the membership (via zoom and mail) are Brady Barnes (second term), Ali Carpenter, and Robert Capone, each for 3-year terms.

**Minutes of April 20, 2020**. Motion by Cline, second by Hinthorn to approve. All aye. Motion passed.

**Treasurer’s Report.** Motion to accept the report by Hinthorn, second by Leaming. All aye. Motion passed. The consensus of the board was that an agreement or memorandum of understanding was needed between NMS and the amphitheater committee to address transparency and accountability in compliance with IRS as they are conducting business under our 501c3. The goal is to benefit both parties. Hutchason will prepare a draft for board consideration next month. The Financial policies are under review for board consideration next month also.

* **Nominate and vote on board officers:** The slate of officers presented are: Brady Barnes, President; Dawn Brakey, Vice-President; Maggi Hutchason, Treasurer; and Holly Cline, Secretary. Motion by Hobbs, second by Capone to accept the slate of officers. All Aye. Motion passed. Current President Sue Roy remains on the board and serves as an ex-officio member of the Executive Committee.
* **Discussion on holding Charlie Adams Day Sept 12, 2020:** There is division among the Main Street Committees and volunteers as to the impact of the pandemic on the Charlie Adams Day event. Considerations for social distancing, food and drink service, vendor set-up arrangements and the likelihood of construction on the courthouse annex were considered, as well as the importance of Charlie Adams Day to the community. An online poll indicated a 91% approval of continuing with the event. The board requested guidance from State Main Street on how other programs are responding to pandemic conditions. The consensus of the board was to move forward with plans for Charlie Adams Day. A sub-committee of Capone, Brakey and Hutchason will meet next week to consider ways to improve the financial viability of the event.
* **Re-appropriate OMSC training funds to OKCNP training opportunities.** $400 has been refunded by OMSC due to cancellation of the national Main Street training in Dallas due to pandemic. McCleery is requesting enrollment in Oklahoma Center for Non-Profits ranging from $700-$950 depending on the class and length of training. The schedule is not yet available as OKCNP determines whether to offer the classes virtually. The board asked that McCleery clarify with OMSC that the OKCNP classes would be considered an appropriate substitute for the OMSC training requirements.
* **Discussion of proposed financial policy revised 3/13/20.** McCleery provided the recommendation from OMSC for cash reserves as that issue has been raised previously. In general, a 90-day cash reserve is best practice and is entirely a board of directors’ decision. Additional clarification is needed in the proposed Financial Policy on the roles of Treasurer and Accountant as the Treasurer position on the board was modified in the new by-laws. Hutchason is to review with Accountant Kubik and present the policies for board consideration in June.

**Reports Received:**

* Office report
* Reinvestment report
* City Sales tax
* Volunteer hours
* Committee Reports:
  + The promotion committee is down to 3 as Janice Shinn has “retired” after 28 years of service to Newkirk Main Street. Her service is greatly appreciated. The critical issue of volunteers for Charlie Adams Day is a priority.
  + Organization committee will assist with presentation of the annual request for funding to City.
  + Junior Main Street and Jed’s Cord are seeking new coordinators.
  + EV committee is working on schedule for candidate forum and legislative review.

Having completed the agenda, the meeting was adjourned at 6:09.

Respectfully Submitted,

Maggi Hutchason, Secretary