Newkirk Main Street

Minutes of Board Meeting October 21, 2019

In attendance: Sue Roy, Jane Thomas, Richard Hinthorn, Dawn Brakey, Holly Cline, Brady Barnes, Maggi Hutchason. Staff present: Alyssa McCleery Guests: Lisa Kubik, Karen Dye, Mr. and Mrs. Robert Capone

Meeting called to order at 5:05 p.m. by President Sue Roy. Quorum was established.

**Minutes of September 16, 2019**. Motion by Brakey, second by Hinthorn to approve. All Aye. Motion passed.

**Treasurer’s Report.** Lisa Kubik, Treasurer, was present and reviewed the financial reports. Motion made by Barnes, second by Cline to approve the August 2019 financial reports. All aye. Motion passed. Motion made by Barnes, second by Hinthorn to approve the September 2019 financial reports. All Aye. Motion passed. Kubik requested that checks for withdrawals from the savings account be made available to her for the purposes of transferring grant funds. Board was in agreement. Discussion about the financial procedures for the amphitheater indicated that the amphitheater operates as a committee of this board and two board members serve on that committee and all expenses go through both Lisa as Treasurer and Alyssa as Program Manager.

**Consideration, discussion and possible action to enter into Executive Session pursuant to and convened under authority of 25 O.S. Section 307.A.1 to consider Purchase of Real Estate Contract from Robert and Faith Capone dba Capone Investment LLC.** Consensus was that an Executive Session was not necessary.

Motion was made by Brakey, second by Hinthorn to approve the purchase of the Lot 16, Block 33 Original Township (112 W 7th) to Capone Investments for $3,000. The motion was amended to reduce the price by $800 to cover the estimated cost of the abstracting, relieving Newkirk Main Street from the responsibility as seller for abstract and closing costs. All Aye. Motion passed.

**New Business:**

* **Consider and vote on design grants for Newkirk Auto Repair (128 N. Main).** An application for a Structural Grant for $500 and an application for a Window Grant for $500 were approved by the Design Committee on September 11, 2019. Motion by Barnes, second by Cline to approve the recommendation of the Design Committee. Barnes, Brakey, Cline, Hutchason, Thomas vote aye. Hinthorn abstained.
* **Monsters on Main is Oct 31 from 5-7. Donations of candy and volunteers requested.**
* **Christmas Parade Event:** The Chamber of Commerce is planning a pre-parade event which would include a Photo with Santa opportunity benefitting Design grants.
* **Membership Support Levels.** Cline presented the Organization committee proposal for establishing membership levels and benefits as well as the advantages of online giving and monthly payments. She stated that the research by the committee indicated the value of having the levels in place to take advantage of year giving. Motion was made by Cline, second by Hinthorn to approve the proposal for membership levels of support. All Aye. Motion passed. (ATTACHED)
* **Office will be closed Nov 5-7 for OMSC training in Ardmore.**

**Old Business:**

* Staff is recommending a work session to conduct a review of by-laws, as well as budget and financial policy work. Consensus was to meet at 4:30 prior to the November 18 meeting and to have the documents sent out in advance to facilitate the review process.
* Oklahoma Main Street will conduct the annual evaluation on October 29. All board members were provided an evaluation form; President and Committee Chairs will be in attendance with staff, and all board members are welcomed to attend.

**Reports Received:**

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

**Future events reviewed.**

Respectfully Submitted,

Maggi Hutchason, Secretary