Newkirk Main Street

Minutes of Board Meeting November 18, 2019

In attendance: Sue Roy, Jane Thomas, Richard Hinthorn, Dawn Brakey, Holly Cline, Janel Leaming, Maggi Hutchason. Staff present: Alyssa McCleery

Meeting called to order at 5:31 p.m. by President Sue Roy. Quorum was established. A work session to review recommendations of Oklahoma Main Street was held between 4:30 – 5:30. No action was taken.

**Minutes of October 21, 2019**. Motion by Thomas, second by Leaming to approve. All aye. Motion passed.

**Treasurer’s Report.** Motion to accept the report by Cline, second by Hinthorn. All aye. Motion passed.

* **2018 IRS 990 filed and posted on NMS website.**
* **Transfer of funds:** Motion was made by Thomas, second by Cline to approve opening an interest-bearing checking account for Design grant funds to allow Treasurer to order and use checks for the distribution of the funds.
* **State Historic Preservation Office in OKC is offering training on tax credits Dec 6. Staff, City Officials, property owners urged to attend.** McCleery, Hinthorn and Thomas plan to attend
* **Main Street Now (national conference) to be held in Dallas May 2020. Early bird registration of $415 deadline February.** No action taken. OMSC recommends attending due to proximity.
* **OMSC evaluation items:**
* Annual evaluation of Program Director is required and has not been completed to date. Deadline to comply with OMSC is December 20. Sue Roy will review and call a meeting of the officers to conduct the evaluation.
* Review of mission and vision statements: OMSC recommends periodic review of mission and vision statements to keep the program current and vibrant. Alyssa distributed the current statements as well as examples from other communities. Alyssa will email this information to the entire board asking for feedback on preferences by Dec 9. Once the feedback is compiled, it will be distributed to the board in preparation for a vote on Dec 16.
* By-law review is also recommended by OMSC. A committee has prepared a first draft and it was reviewed during the work session. Additional changes are needed and will be distributed in advance of Dec 16 board vote.
* NMS does not have a Financial Accountability Policy. Alyssa has acquired copies for other MS communities and will review them with Lisa Kubik and place on Dec 16 agenda.
* OMSC required changes to the 2019 budget to include projected revenues. Alyssa provided a draft based on a 3-year history. Additional information was needed. Vote tabled.

**Reports Received:**

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

**Upcoming events:** Lunch Mob at Main Street Bakery Nov 20 at noon; Children’s Christmas Shop Wrap Party Nov 20 at 1

Respectfully Submitted,

Maggi Hutchason, Secretary