Newkirk Main Street

Minutes of Board Meeting December 16, 2019

In attendance: Sue Roy, Jane Thomas, Richard Hinthorn (excused due to emergency), Dawn Brakey, Holly Cline, Jason Shanks, Maggi Hutchason. Staff present: Alyssa McCleery

Meeting called to order at 5:00 p.m. by President Sue Roy. Quorum was established.

* **Discuss, consider and possible vote on changing NMS fiscal year to July 1-June 30.**

Consideration was given to changing the fiscal year in order to be consistent with other Main Street communities, State Main Street, and the City. Action was tabled for additional information.

* **Discuss, consider and possible vote on mission and visions statement amendments.**

At the recommendation of OMS, these statements need periodic review. Dawn Brakey provided the definition of a vision statement as the guide for the desired future position of the organization. The mission statement is the aims and objectives. With review and discussion of several proposals provided in advance of the meeting, the following statements were adopted:

***Newkirk Main Street’s vision to improve the quality of life by strengthening the historic core of the community through concentrated efforts in Organization, Promotion, Design, and Economic Vitality.***

***Our Mission: Newkirk Main Street will continue to grow and develop as a result of support from our volunteers, local businesses, partnering organizations, and sponsors, who all share a belief that a strong downtown is an essential component to the integrity of our historical community.***

Motion made by Thomas, second by Brakey to accept the new Vision Statement. All Aye.

Motion made by Thomas, second by Cline to accept the new Mission Statement. All Aye.

* **Discuss, consider and possible vote on by-law amendments.**

A first draft of the by-laws was reviewed at the November work session and the corrected copy was distributed to the board prior to this meeting. Hutchason, representing the ad hoc by-laws committee, reviewed the changes:

* Added tax exempt status
* Replaced “members” with “supporters” as recommended by Oklahoma Main Street, as members implies exclusivity
* Amended Board of Directors section to include compliance with Open Meeting Act, board orientation process, defined board duties, identified conflict of interest, added insurance responsibilities
* Amended Board Officers section to included Treasurer as a board member, added Executive Committee as responsible for sound fiscal and management policies and procedures,
* Added Finance responsibilities
* Added amendment procedures

Motion made by Hutchason, second by Shanks to approve the by-laws with the insertion of the new vision statement and a correction of the fiscal year. All Aye.

* **Discuss, consider and possible vote on financial policy.** Consensus was to table for further review.
* **Discuss, consider and possible vote on action plans.** The committees have amended the plans in compliance with OMS guidelines. Motion by Shanks, second by Cline to approve. All Aye.
* **Discuss, consider and possible vote on 2019 budget, as preparation for 2020 budget.**
* Discussion included identifying all categories of income to balance the budget. Motion made by Shanks, second by Brakey to approve the budget, contingent upon the recommended modifications.

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* + **Discuss, consider and possible vote on annual evaluation of program manager.** Consensus was to utilize a format that gathered information from the Chairperson and the staff before convening a meeting to complete the evaluation before the holiday break.
  + **Minutes of November 2019.** Motion made by Cline, second by Shanks to approve. All Aye.
  + **November Treasurer’s Report.** Consensus was to accept for audit.

**New Business:**

* + **Discuss, consider and vote on design grants**
    - **William and Stephanie Tucker 120 W 7th.** Tabled for additional clarification of specific work done.
    - **Mario Venegas 108 N Main.** Motion by Hutchason, second by Thomas to approve. All Aye.

**Old Business:**

* **Main Street Now Conference May 18-20th.** Early bird registration closes Feb 3
* **Reports provided:** Reinvestment Report, City Sales Tax, Office report, EV Committee report, Promotion Committee report, Design Committee report

**Due to staff hours exceeding the allowable hours year-to-date, the Main Street office will be closed December 23-January 1.**