

HARRODSBURG FIRST



2020

Meeting Minutes

Includes minutes of regularly scheduled board meetings and special called meetings of Harrodsburg First for the 2020 calendar year.

Harrodsburg First

MEETING MINUTES

JANUARY MEETING – 16 JANUARY 2020

Meeting held at 1200 at the office of Harrodsburg First, 109 South Main Street, Harrodsburg

Board Members Present

Allen Goldie (president)

Noel Turner (treasurer)

Drew Hardgrove

Lora White

Chris Dotson

Leslie Bosse

Jimmy Drakeford

Connie Allen

Board Members Absent

Allan Barlow

Other Attendees/Guests

Julie Wagner, Executive Director

Agenda included on page(s) after minutes.

Minutes

Allen welcomed Leslie Bosse back to the Board.

Review of the minutes. No questions/discussion. Motion to accept Jimmy; Chris seconded. All approved.

Discussed employee manual. Invite all Board members to join Executive Committee after meeting to look over the employee manual.

Potential new board members: Albert Moore, Debra Bonanno-Slaninka (Blackwatch Alpacas). Allen said Albert would be a nice addition. Albert is on the Oktoberfest committee as well. Debra has already agreed to be on the board. Leslie recommended Debra. Motion for offering Albert to be on the Board, Leslie, Lora/Noel seconded. All approved. Motion for accepting/offering Debra to be on the Board, Noel, Chris seconded. All approved.

Budget—Noel said he met with Allen and Julie twice and Noel requested a budget for last 6 months of fiscal year. Julie prepared and brought to meeting. Noel wants to redesign the financial reports, clean up and change the reports to see budget comparison for month and year to date. Noel stated that it appears (conservatively speaking) that H'burg First will have a shortfall of around a \$7,000 to 8,000. He reminded the Board that we get \$50,000/year from the City and County, combined. We are currently paying the Executive Director (Julie) \$38,500 a year, but recommends dropping down to \$36,000, acknowledging the non-exempt status ceiling of \$35,568. Noel said it would not cover the shortfall but it will help. He proposed to look at position salary every year and decide what it's going to be. Revisit in June in every year. He recommended approving her salary every year.

Drew expressed a desire for more clarity in revenues and expenses. Noel proposes that new financial reports will make things more clear. Noel wants to separate operations and Oktoberfest expenses and anything else that has a revenue stream associated with it. Lots of discussion culminating with Noel stating each fundraising activity needs to it's own budget and needs to show a profit. Jimmy suggested better numbers for Oktoberfest (attendance and budget) to help in soliciting donors. Noel will produce the new financial report (rough draft) (4 budgets that roll into 1 budget) and bring it to us next month.

Leslie brought up the H'burg First membership. She recommended sticker on the door for those paying for membership.

Noel made a motion to set Julie's salary at \$36,000/year for the second half of the current fiscal year. Drew seconded. All approved.

Lease was reviewed with revisions. Julie is directed to go back to Landlord and request changes. Time shouldn't be a problem because plumbing issues prevent moving in at this time, anyway.

Julie handed out by-laws for the Board's review.

Main Street Markets (Lora) – starting 15 May; have dates set for this year. Calendar year 2020 schedule handed out including dates for all activities. Julie will do sponsorships; Lora will take care of food trucks and bands. We have committed to one band already because we had to cancel on them last year. Becky Montgomery wants to do it again this year. Noel wants a more-structured volunteer sign-up. There is an unofficial goal of approximately \$1,000 sponsorship per event.

Design Committee (Chris) – Candyland was a success! Got Pioneer Salute. Had one complaint but appears as though it was isolated. Will meet on the 22 January to put spring flower order together. Working on Dinner On Main for Wizard of Oz on 13 June.

Julie has been asked by Mayor to work together with other community leaders on application to HGTV to redo a town – due 7 February.

Downtown businesses on west side of Main asked Julie to help them in their request for a passageway for emergency egress.

Drew made a motion to adjourn; Connie second. All approved.

Harrodsburg First

MEETING MINUTES

MAY MEETING – 21 MAY 2020

Meeting held at 1200 at the City Garage, 419 West Factory, Harrodsburg. There was no meeting in March or April of 2020.

Board Members Present

Allen Goldie (president)

Lora White

Chris Dotson

Leslie Bosse

Jimmy Drakeford

Connie Allen

Albert Moore

Deb Bonanno-Slaninka (call-in)

Drew Hardgrove

Board Members Absent

Noel Turner (treasurer)

Allan Barlow

Other Attendees/Guests

Julie Wagner, Executive Director

Allen began by welcoming everyone and thanked Albert for the meeting place.

Allen asked the Board to consider minutes from February's meeting (in packets)...

Motion by Albert to accept the minutes; second by Jimmy. All in favor...ayes

Table the financial report as Noel is not here. Allen asked Julie about new salary; Julie said it was changed in January. Allen said it hasn't changed. Connie said if you add up "net" and "tax" on Gusto and multiplied by 12, it's around \$39,000. Julie and Allen will check with Noel regarding salary. Drew asked how we get bills paid and deposits made when Noel is not here. Answer from numerous was "Noel's never not been here." Allen and Jimmy can pay as well. Drew suggests communication as to when a key person is not here— discussion followed. Drew still asks that "the three of you communicate" in that Julie was not notified that Noel was not going to be here.

Julie doesn't think we will get what we requested from the City, since we get it from the restaurant tax fund. But, she did submit the request. Albert says Anderson Dean will take up all the money the City can spend. Julie says we get \$15,000 from the county but she hasn't heard from that, either. Allen says funding is up in

the air. Allen spoke about the festivals that have been cancelled. Connie asked if we can target sponsors of those who were going to sponsor festivals that have been cancelled. Jimmy asked the cut-off date to reserve beer and stage, etc. Allen did not know a date for stage; bands (headliners) are booked. Allen says we can piece together the bands to fill in. Haven't paid a deposit for bands, yet. May have to soon. Allen says they are "all about" coming back. Leslie asked about a 1-day event. Allen's opinion is not to reduce it to a 1-day event, but could take off Sunday. Julie brought up sharing advertisement; Allen wondered that it would create confusion. Albert cautioned about moving the electric and, generally, no additional cost this year. Connie will get with Julie next week regarding fundraising ideas. 15 June 2020 is next Oktoberfest meeting.

Julie said Hburg 1st has gotten \$7,729.74 PPP for payroll, taxes and utilities/rent and \$1,000 grant from SBA per employee. Jimmy can't see the PPP not being a forgivable loan. Jimmy says the equation is approximately 2.5 months of payroll. Julie will give accounting forms to Noel. Allen says put this topic back on the agenda for June. Also, the financial report should be back on the schedule for June.

Chris (design committee) says they are going to meet with Mayor. Now, the City is not going to pay for the 75 new flower baskets (approx. \$5,376 plus cost for fertilizer and water) and will not have the manpower or budget to water the baskets. The design committee has met to discuss how we can fund this if the City doesn't. We will need volunteers to water every single day—2 required. Chris says we raised \$1,000 so far. Seller says we can make payments. Plan is to talk with Mayor, first, then we will figure out how to put together a plan—perhaps we can ask for sponsors if we need to.

Drew suggested getting Mr. Moore involved at some point in the future to get some advertising to assist with sponsorship.

Leslie has pictures of pet stations...she also wants to clean the calcium off the fountain. Mayor Freeman showed up to the meeting...

Lora reported on the Night Markets. She stated Julie canceled May, Jun and July but she still wants to have August and September. Lora talked to Much Ablidged and Stick Tight and other musicians. Becky said she would do August. Lora talked to Food Trucks and keep them notified as soon as she could.

July is Independent Retail Month and Julie wants to approach restaurants for special menu items, etc. It's usually a week-long theme that highlights something new. Lora says Harrodsburg Herald is planning an event for restaurants opening back up—meeting tomorrow at noon.

Mayor expressed a caution to not commit the City on anything before approval came from the City. He asked if we could take charitable donations—he says he has a check from private citizen... He emphasized that we be safe in all our activities. He urges us to decide what we want or expect from the City, then talk to the City—that is, Mayor, council—not the City Clerk. We need to communicate better than we have in the past and that the City wants to do anything they can to help.

Allen asked the Mayor about shutting the streets off if we do have the money to have Oktoberfest. “Not on my part...” “If things continue like this, we’ll need something!” “You’ve already been hit hard with the restaurant tax.” They are going to restart the restaurant tax in a few months. The Tourist Commission is working very hard to help the community. Funding for Oktoberfest is not totally out, but “you’re going be hurting.” Matches will be required for money from the City in the future. Circling back, the Mayor does not have any problem shutting down streets and allowing the use of equipment for Oktoberfest.

Adjourned...no motion.