

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

FEBRUARY MEETING – 20 FEBRUARY 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
Allan Barlow
Chris Dotson

Leslie Bosse
Jimmy Drakeford
Connie Allen
Albert Moore
Deb Bonanno-Slaninka

Board Members Absent

Lora White

Other Attendees/Guests

Julie Wagner, Executive Director
Robert Moore, Harrodsburg Herald

Allen began by welcoming two new board members, Deb and Albert.

Allen asked the Board to consider minutes from January's meeting (in packets)...Allen points out Deb will be a nice addition as well. Motion by Noel to accept the minutes; second by Jimmy. All in favor...

Financial Report—Noel. Noel does not have the financial report ready that he spoke of last month. Issues with moving Julie in the new office such as securing internet and phones were more important so they worked on that instead. The financial report and the new format is tabled until March. Noel says Hburg 1st has \$10,000 or 11,000 in bank as of right now. Julie's new salary was effective 30 January so the 15 January payroll is still under her last salary. Noel says the new payroll is approximately \$3,260 per month and that includes everything. He will re-design financial report so to be more complete. He hasn't had time to sit down and clean up—he's not satisfied with the numbers, yet. Instead of waiting until the next board meeting, he will send out the report electronically when he gets the it ready—a draft financial report. Several members discussed sending a pdf instead of paper copy. Drew thinks sending the budget out prior to meetings gives more opportunity to bring questions. Noel definitely thinks sending out monthly financial in advance is best. He asks that the Board lets he and Julie know ahead of time if they see issues or have questions on monthly

report. Noel says the new report form will be a lot different than the Board is used to seeing—his goal is to have it out a week before next meeting.

Julie brought up the issue of an existing safety deposit box—Julie says no reason to keep—it's only \$20 to have it, but no reason to keep it.

Julie says the Farmer's Diamond Point account has reverted to an inactive status. Jimmy says next transaction should make it active. Noel says we need new signature cards on Whitaker account. Jimmy will volunteer to be the third signature. Drew made a motion to put Jimmy on signature card and take Greg Souder off—Allen, Noel and Jimmy will be the signatory authorities, now. Motion was seconded by Chris. All approved...will get done next few days.

19 March is next regularly-scheduled board meeting; Allen will be out-of-town. Noel will step in and conduct meeting.

New Lease—Allen and Julie met with Allan and Margaret to finalize lease agreement. The outstanding issue was some repairs for which they were going to make Harrodsburg First responsible. Additionally, the lease made repairs to the property Harrodsburg First's responsibility. Margaret agreed to strike those items from the lease agreement and fix the things that needed to be fixed, e.g., window, mini-split, baseboard and the kitchen area, trimming out the doors. They did not address the loft area. Julie needs white trim paint. Albert offered that he may have miscellaneous supplies—check with him, first. (Allan joined the meeting at that time and brought in the signed lease...)

Allan asked if there was going to be more stuff done and, if so, please do not do it on Sundays because of the disturbance to the theatre. Julie stated that the construction of a new kitchenette will be on our dime. Motion by Drew to authorize signing lease for two years with an option; seconded by Noel. All in favor...except Connie abstained because she didn't read the new lease...Drew suggested that we send a "thank you" note to Jim Tanner. Mr. Tanner's property manager was very upset because depressions in the floor apparently were left by Julie's chair.

Julie got quotes on the kitchenette materials for \$1,500 but has a lead on another place. She has researched Simple Man and Lowes thus far and quotes vary by approximately \$500 .

Allen explained that Hburg 1st usually has a banquet in November but this year's banquet was delayed because of the office move. Allen stated that his plan was to have an open house in lieu of the banquet and to have it in early April. Noel requested scheduling it after 15 April.

Employee manual—Connie stated the only changes from the final version sent to board members this week and the last draft was Julie's conditional statements on the signature page and the verification of the paragraph on workers' compensation. She requested action by the Board to close out the issue. Noel expressed some concern that members had not had time to review. Connie reminded that all but Albert and Deb had four weeks to review. Jimmy acknowledged that we can always amend the manual if we need to. Motion to accept by Leslie; second by Albert. All approved...

Promotion committee—1st event is May 15 with Becky Montgomery and Stevie. Lora send report with schedule. Sept 18 conflicts with Jazz festival but Julie and Lora decided to go on and maybe Jazz festival will send a jazz performer over to ours. Albert says ATOM will be from Poplar to Office on 16 May. Noel suggests a change to September date. 10 March is next meeting. Leslie wants to connect Nathan (Farmers'

Market) fundraiser (Farm to Table) with committee. He already has grant for \$1,000 and needs to meet with promotion committee. Julie says \$5,000 will pay for these markets—Julie wants to approach a financial institution for sponsorship. Allen supports to exhaust local banks, first. Drew agrees.

Design committee—spring flowers—larger baskets for downtown—issue is they don't have enough soil and they die out. Albert says he has already ordered bigger baskets—24-inch at \$61 (complete) per basket. Albert will put more money in—pull money from Beef Festival fund and give to this effort. Flower baskets should be out during the first few weeks. 13 Jun is Dinner on Main; theme is Wizard of Oz. The rain day is scheduled for the next day. There has already been a lot of input from social media. Word is out; event should be bigger than last year.

Leslie said she talked to Paul about donating dog clean up stations. How many do we need? Allan then brought up the “butt gear” cigarette disposal things—now that Arts Commission is gone he wondered if we can move butt can down to the theatre. All happy with that!!

Julie—roaches in building; office needs treatment. Allan has never seen any in theatre. Albert suggested bombs on weekend—Noel, perhaps in the basement.

Julie—signage—technically not supposed to use “Mainstreet Program” Do we need a different name? Drew asked if we could do national Mainstreet but skip Kentucky. Julie says it's \$285 per year (national program) to join. Heritage Council has an issue with Hburg 1st being in the Mainstreet program. Julie suggests this is a topic for a committee. Leslie would like us to go back to Mainstreet program. Drew asked if Frankfort personnel would change. Noel says Craig said we can be a member of Kentucky's Mainstreet but not go through accreditation. Julie wants a committee to research. Noel and Leslie, Deb and Albert to be on committee—Leslie to chair. Julie wants Helen Dedman on it. Allen and Allan want to be on it. Allen expects a committee decision by mid-April.

Oktoberfest—first kick-off meeting is on 30 March. We already have a jump on a lot of things—a lot of bands booked—have a budget already. Stanford called Julie and asked particulars. Karen at tourism should be promoting this as a fall “thing to do”. Allen says at least 50% of the people here don't live anywhere near Harrodsburg.

Mercer Annual Chamber of Commerce—Noel says we're getting an award—Julie says we weren't supposed to know.

Allan says he's heard that Oktoberfest wants to put banner up on fence next to theatre—that's where they put their banners up. So, Allan wondered if anyone had thought of the conflict. Julie says city approved Oktoberfest; Allan says they've always put theirs there. Allan thinks there's room for both.

Noel makes a motion to adjourn; Drew seconds...no vote.
