

Downtown Milford, Inc.
Board of Directors Meeting
September 7, 2021

Present: Peggy Reilly, James Rabe, Yanelle Powell, Joey Phillips, Lauren Bigelow, Sandy Gullledge

Excused: Lang Redden, Matt Babbitt, Lorraine Dion, Craig de Mariana Aleman

Absent: Dean Donovan

Guests: Anastasia Jackson and Sara Pletcher

Meeting called to order at 5:31pm

Yanelle made motion to accept last meeting minutes with changes. Peggy will send changes to amend. Peggy seconded as amended. Motion approved.

Presentation by Sara Pletcher:

Responsibilities

Business recruitment and retention city wide.

Building inventory knowledge.

Resident communications and customer education.

Key account program manager.

Public information officer.

Connected to county and state tourism and economic development groups.

Citizen survey

New employee orientation presentations.

Working with DMI is part of job description and she is here to show how we work together. Sara would like to have quarterly meetings with the hired Program Manager. Meeting agendas and minutes are requested to be on website seven days prior to meeting.

Sandy asked if bigger DMI events could be included on monthly utility newsletter. Sara indicated that it is already included. Events need to be sent prior to the 25th of the month to be included.

Treasurer's Report: Included in packet sent to board members.

We are spending more money than we are bringing in. Sandy asked if a letter needed to be sent to the City to receive a disbursement. Peggy said it should have just been sent. Sara suggested calling Mark Whitfield to hash out the details.

Ladybug \$30,000 was received, but it will be returned to the City.

We're bringing in money from the Farmer's Market. Lorraine is being paid as an administrative assistant. We just need to get a plan together and figure out how we're moving forward.

Cat is no longer the acting Executive Director, and August statements reflect her last hours.

Sandy sent a rough draft of the letter to sue Petite Sweets to Peggy to read through. She will pass it off to Yanelle.

Yanelle asked for a motion to approve the Treasurers report. James seconded. Motion passed.

President's Report: Included in packet sent to board members. Yanelle went through the Presidents report and detailed what activities she participated in.

Executive Directors Report: Included in packet sent to board members. Board members had no questions regarding the Executive Directors report.

Design Committee: Included in packet sent to board members.

Plaques have not been ordered. He has the DMI check and contract.

Joey wishes to address creating a subcommittee to renovate Bicentennial Park in 2024. Brad is asking for recommendations on improvements. Those recommendations will go to quarterly meetings to present.

Economic Committee: Included in packet sent to board members.

Organization Committee: Did not meet.

Promotions Committee: Included in packet.

Yanelle suggested a trunk or treat event for a Third Friday style event. Sandy asked whether a permit would be required that closed the street. Yanelle indicated that it would.

Eugenia is still working out details for the Irish concert. She will have various performers and the Causey Mansion sponsored the venue.

The team brainstormed how to have a COVID friendly Santa visitations. Plexiglass was suggested.

Holiday Stroll will be Saturday December 4th from 4-8pm. Bryan Shupe will be doing S'More at the amphitheater.

The artisan theme will stay in place for the Holiday Market.

Pub Crawl committee will start their workplan in January.

Old Business

ED Hiring committee: Lang not here to give update, but they do have phone interviews with three candidates tomorrow.

Ladybug has been cancelled. But the event can be planned as soon as someone is willing to chair the event. They are suggesting July or August. The sooner we lock in the date the better off we are.

Vineyard Shipyard Update. The money could not be used to purchase, but they are working on some way to use the money to purchase. They are in discussions with the Chesapeake Bay Maritime Museum. Ideally, the City would still purchase it. Sara encouraged them to look at the Longwood Funding Foundation.

New Business

Lorraine is not here to talk about the retreat, but she is in the process of working to train the committee heads. Peggy suggested replacing the October meeting with the retreat and bringing people interested in being a part of the board as part of the training. Tentatively scheduled for October 5th

Sandy asked if there was anyone who was able to chair Ladybug

Motion to adjourn August general session by Peggy at 6:16pm. Seconded by Joey. Motion passed.