

**MINUTES**  
**REGULAR MEETING OF THE ST. ALBANS CITY DOWNTOWN BOARD**  
**& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE**  
**ST. ALBANS CITY HALL, 100 NORTH MAIN STREET**  
**6:00 PM, TUESDAY, MAY 23, 2023**

*Approved 06/27/2023*

**Members of the Board Present:** Maureen Brown, Chair; Emily Richards, Vice Chair; Erik Johnson, Treasurer; Jackie Hawkins; Donna Howard; Sharon Holcomb; Valdemar Garibay

**Members of the Board Absent:** Jeremy Perez; Debra Morton; Ashley Cleare; Jeremy Read; Shannon Smith; David Glidden, MaryPat Larrabee

**Members of City Staff Present:** Arleigh Young, Planning & Development Assistant; Carl Watkins, Minute Taker.

**Members of the Public Present:** None

1. Begin Recording and Call to Order – **E. Richards called the meeting to order at 6:08 PM.**

- a. Attendance and introductions - yes
- b. Public Comment on items not on the agenda - none
- c. Additions or Deletions to Agenda – None

2. SAFF Financial Report

- A. Young presented the financial report. Discussed by board.

3. Community Survey with Raffle- Erik Johnson presenter

-E. Johnson shared his survey focusing on where people visit from, why they come downtown, how they heard about us, and a bunch of questions on events. He investigated services, and it seems that Survey Monkey had the best options at the lowest cost. E. Johnson would like to set this survey up and get it out to the public. The Board had concerns over asking for gender information, it was determined that that information was not needed or necessary.

**-E. Johnson motioned for \$150.00 to \$200.00 be allocated from Unencumbered to pay the fees for this survey to go out for a month or 2. D. Howard seconded the motion. Motion passes with full board approval.**

4. Discuss events/programs/committees.

- a. Events – Past/Upcoming.
  - i. Maple Festival, Kingman Fest, All States, Jazz up Taylor Park, FOT, Spooky Saturday, etc.

-S. Smith shared the great success of Kingman Fest. A great turn out, no issues or concerns. Vendors were busy and most sold out by the end of the night. A. Young states T-Shirts sales we a bit lower than the year before, but mostly because it was the old design.

-All other events are moving forward.

ii. Chair Affair

-S. Holcomb is in the process delivering the chairs out. We have 17 businesses included with a total of 21 chairs. All will be delivered by the first week of June. A. Young furthers that the new Chir Affair committee will be meeting in 2 weeks to get the event and other items figured out.

b. Programs.

i. Downtown Business Social May/June

-A. Young stated that the social is on hold. Some changes happening at Nourish as well as temporary short staffing in the Permitting office is taking too much of her available time. Once her office mate is back she will focus on setting up a fall social.

c. Fundraising/Appeals

i. Fountain T-Shirt sales options.

-A. young walks through the loose quotes she received from a couple local vendors. Both offer Online direct to customer sales as well as wholesale direct to business options. She stated that she has more work to dial these quotes and asks the board if they would want to wait until the next meeting to pick. E. Richards would like the process to keep moving and that board agrees.

**-E. Richards motions to allow A. Young to decide on the final vendor for the 2023 T-Shirt process. V. Garibay seconds the motion. Motion passes with full board approval.**

ii. Flower Coffee Table Book

-A. Young shared a book of pictures of the St. Albans City gardens printed and given to The City of St. Albans by Kelly Wakefield. The board discussed options on how they could use the book. Many felt that some images could be used for postcards, and some felt maybe the book itself would be a sellable item. Requires further discussion.

iii. Last Night Fireworks

-A. Young would like the board to consider finding a sponsor for the fireworks this year. Board agrees.

d. Marketing.

i. Eclipse 2024

-A. Young shares that the glasses are on order. She has also started meeting with a local group that includes representatives from the Chamber of Commerce, Town of St. Albans, Hard'ack, Collins Perley, St. Albans PD, and the Franklin County Sherriff's office. This group is concerned with coordinating and understanding all of the events that happen within out City and Town and creating a place for people to gain this information.

- e. Arts.
    - i. Make Music Day June 21
      - D. Howard shared that she would like to step down as SACA's director. She would like to see it passed onto someone with more time and focus. The board is tasked with seeking out an individual(s) that might be interested in taking this on.
  - f. Social Media / Website.
    - A. Young continues to update the Social Media pages, and work continues with the website. A. Young is still looking into an event sharing website, more to come.
  - g. Organization.
    - No Updates
  - h. Other.
    - i. V. Garibay shared some local events like the Butt Litter Clean up happening throughout Franklin County, Red Cross Blood Drives happening in the city, and The Lucky Duck Rotary fundraiser coming up. He also mentioned that the food shelf needs volunteers.
    - ii. St. Albans Celebrates Stickers- The Belonging Equity and Inclusion committee asked the Downtown Board their thoughts on BEI creating stickers per the month, i.e., Black History Month and Pride Month. The board agrees that this might be too niche. That you will always have groups who are not happy with your choices, and it might create more controversy than anyone would want. The board encouraged the BEI committee to reach out to SAPD to inquire about their patch program and its success.
5. Other Business.
- a. Approval of Minutes.
    - None to approve at this time
  - b. Next meeting date format.
    - June 27, 2023, at 6pm
  - b. Other.
6. Adjourn.
- M. Brown Adjourns the meeting at 7:15pm