

Meeting Minutes
St. Albans City Downtown Board
& Board of Directors of St. Albans for the Future
6:00 PM Tuesday January 15, 2019
St. Albans City Hall, 100 No. Main Street

Approved February 19, 2019

Board Members Present: Erik Johnson, Vice-Chair; Maureen Brown, Interim Chair; John Kelley; Rachael Sink; Donna Howard; Valdemar Garibay; Laz Scangas;

Board Members Absent: Emily Richards; Elizabeth Reed; Amanda Liese.

Staff Members Present – Chip Sawyer, Director of Planning & Development; Marty Manahan, Director of Operations & Business Development

Public Present – None.

1. **Call to Order - Chair M.Brown opened the meeting at 6:01 PM.**
 - a. Additions or Deletions to Agenda – There were none.
2. SAFF Annual Meeting
 - a. Board appointment update.

C.Sawyer gave an update of the new appointments for V.Garibay, E.Reed and E.Richards.

- b. Nomination and Election of Board officers.

Motion by L.Scangas to nominate and elect Maureen Brown as Chair, Erik Johnson and Vice Chair, and Lazarus Scangas as Secretary and Treasurer as a slate. The motion was seconded R.Sink. There was no discussion, and the motion was approved with all in favor.

- c. Corporate banking resolution.

Motion by D.Howard to replace the previous corporate banking resolution for the SAFF Peoples Trust Company account with a new resolution granting Maureen Brown and Lazarus Scangas all powers and Martin Manahan the ability to sign checks and make withdrawals. Second by E.Johnson. There was no discussion, and the motion was approved with all in favor.

3. Consider outline of SAFF account event form

C.Sawyer presented an outline of a form to use for events using the SAFF account in the future. There was general agreement with the outline, and E.Johnson suggested that the City get a tablet or device for online payment.

4. SAFF Financial Report

C.Sawyer presented the report. There was general discussion on the funds for the Festival of Trees, Last Night and the Photo contest.

- a. Continue fundraising discussion

D.Howard asked if there should be a specific fundraising cmte.

R.Sink asked about getting descriptions from JC Image and Main St. Graphics for setting up an online store. E.Johnson said that he had some of that information.

There was a discussion of annual appeals, the role of SAFF, raising money from events, and sponsorships. Questions about using the Maple Festival. Could there be a charge that events in the City pay toward SAFF? Could something happen in City Hall Auditorium during the Maple Festival and raise some money? Perhaps a painted sap bucket auction?

- b. Consider donation appropriations from Festival of Trees

The FOT committee intended to make checks out to Martha's Kitchen and the Food Shelf for \$7,500 each. She reported that there is another \$2,000 expected in donations to FOT, which would leave FOT with just under \$6,900 for the 2019 event.

Motion by D.Howard to approve Festival of Trees donations to Martha's Kitchen and the Food Shelf for \$7,500 each. Second by E.Johnson. There was no discussion, and the motion was approved with all in favor.

5. Project Updates

- a. Creative Economy Liaison update – no report.
- b. Review 2018 events, including FOT, Milk Cans, *Last Night*

Already discussed. E.Johnson made the suggestion to keep records of who ran past events, the financials and who the beneficiaries of funds raised were.

- c. Upcoming 2019 events

There is another photo contest planned – lakes, rivers and waterways. World Music Day through the Arts Cmte. In Good Taste coming up next month. FOT will probably be the same.

Discussing a live band. M.Brown suggested that a different commemorative ornament be made for each year's FOT.

- d. Regional Events Calendar. C.Sawyer reported no recent activity. Waiting to hear on the last grant application.

- e. City Hall Auditorium improvements

C.Sawyer reported on a recent visit from Gordon's Window Décor for curtain options for the windows. C.Sawyer is working with Troy Pudvah and Mike McCarthy on sound and light plan.

- f. Social media

Update from R.Sink. See attached. Discussion on engagement on Facebook. Lots of new traffic to the Downtown website events page. R.Sink and E.Johnson have been working a bit on the website.

g. Kingman Street Project

Brief update from C.Sawyer. No new substantial activity.

h. Downtown Wi-Fi

Update from C.Sawyer that the project is not specifically in the City budget yet but could possibly be supported with other funds. E.Johnson said that the Maple Festival might try wifi in the Park this year.

i. Storefront accessibility survey – project on hold.

6. Committee Reports

- a. Community Arts – Working on a couple event ideas for the year. Making plans. Still working on a movie license.
- b. Merchants / Promotion – meeting on the 16th. Will decide a cmte. chair.
- c. Organization – No report.

J.Kelly volunteered to run a fundraising cmte.

R.Sink asked if there should be a branding/marketing cmte. This might be added to the fundraising cmte. Will be discussed at the merchants meeting on the 16th. Meanwhile, an email will go out to schedule a meeting of the new cmte.

7. Other Business

- a. Approval of Minutes

Motion by D.Howard to approve the minutes of December 18, 2018 as presented. The motion was seconded R.Sink. There was no discussion, and the motion was approved with all in favor.

- b. Discuss Feb. meeting in light of Cultural Facilities grant reception on Feb. 19

C.Sawyer will not be able to attend the Feb. 19 Board meeting.

- c. Other – None.

8. Public Comment

None.

9. Adjourn

Motion by D.Howard to adjourn. The motion was seconded L.Scangas. There was no discussion, and the motion was approved with all in favor at 7:27 PM.