

MEETING MINUTES
MEETING OF THE ST. ALBANS CITY DOWNTOWN BOARD
& BOARD OF DIRECTORS OF ST. ALBANS FOR THE FUTURE
6:00 PM TUESDAY DECEMBER 17, 2019
ST. ALBANS CITY HALL, 100 NO. MAIN STREET

Approved January 21, 2020

Board Members Present: Maureen Brown, Chair; Erik Johnson, Vice-Chair; Elizabeth Reed; Emily Richards; Rachael Sink; Donna Howard; David Glidden

Board Members Absent: Valdemar Garibay; Ashley Cleare; Laz Scangas

Public Present: None.

Staff Members Present – Wendy Coy, Minute Taker; Chip Sawyer, Director of Planning & Development; Marty Manahan, Director of Public Works

1. **Call to Order** – Chair Brown called the meeting to order at 6:02.
 - a) **Additions or Deletions to the Agenda** – None

2. **Board Appointments**
 - a) **Candidate Interviews** – Ben was unable to attend. The Board interviewed Eric Johnson. Ben’s recommendation was tabled. **Member Sink made a motion to forward the recommendation to appoint Erik Johnson to the City Council. Member Howard seconded it. The Board approved the motion with one abstention by Vice-Chair Johnson.**
 - b) **Recommendation to City Council** – The Board discussed having the City Council recognize Laz Scangas, due to the fact that he was a charter member of St. Albans For the Future and the Downtown Board.

3. **SAFF Financial Report** – Mr. Sawyer reviewed the financial report. He stated that there is a lot of money on Paypal that needs to be distributed to Festival of Trees and Last Night. He questioned a deposit made on the actual night of the gala. The envelope stated that \$1199 should be going to SAFF. He confirmed that the entire amount was to go to SAFF. He asked if the \$1199 was to go to unencumbered or the arts. Member Howard stated that it was to be split. Mr. Sawyer stated that the next Financial Report will reflect the change. The money left in the Summer Concert Series will be left there for next year. FOT made \$25,000 in revenue with a net of \$15,000 for the last month. Member Richards stated that the Holiday Raffle advertising with the Messenger hasn’t been paid yet. It could be included on the statement that was sent for the FOT statement.

4. **Discuss support for Holiday Shopping Hours Event** – The Board discussed a post for the Holiday Shopping Events. Vice-Chair Johnson asked if it would be worth it at this stage. Member Sink stated that the first three days after the advertising seems to get the most reactions. **Member**

Howard made a motion that \$100 be spent out of the Merchants fund for a post on Facebook. Member Glidden seconded the motion. It passed unanimously.

5. Project Updates –

- a) **Creative Economy Liaison Update –**
- b) **Upcoming 2019 events esp. FoT, Holiday Raffle and Last Night –** Vice-Chair Johnson discussed the six different sites that Last Night buttons can be purchased. There have been about \$700 dollars in on-line sales to date. Mr. Sawyer asked if benefiting Spectrum has been posted on the website. Vice-Chair Johnson stated that it should be posted tomorrow. Member Reed stated that they need volunteers for different events during Last Night. Mr. Sawyer asked if there might need to be someone at the ticket table past 10:00 pm. Member Reed stated that last year there were some belligerent people at 10:00 pm. There was a discussion about people bringing in alcohol. There will be signs stating no outside alcohol allowed. Member Sink asked how the sponsorship was going. The goal was \$11,725. The current amount is \$11,525.
- c) **Downtown Website –** Vice-Chair Johnson stated that the website is on hold until after New Year's.
- d) **Social Media –** Member Sink stated that she is posting about Last Night, Holiday Raffle and FoT
- e) **Kingman Street project –** It is still on schedule.

6. Committee Reports –

- a) **Community Arts –** FoT gala sold out two weeks before the event. They added two more tables and they sold immediately. Member Sink suggested that there be a longer amount of time for the Journey to the North Pole. Mr. Sawyer wasn't sure SACA should be a committee but more of a network of artists. Member Sink that there needed to be a concerted effort to promote the Community Arts.
- b) **Merchants –** The last meeting wasn't very well attended but it is the holidays. They discussed the low barrier shelter on Lake Street that was approved by the DRB.
- c) **Promotions –** It is on hold until after New Years.
- d) **Organization –** There will be three seats open on the Board.

7. Other Business

- a) **Update on City exploration of local option tax –** Mr. Sawyer stated that the City Council is still considering the local option tax. Chair Brown asked when the earliest date it would be implemented. Mr. Sawyer stated that it would be July 1st.
- b) **Approval of November 17, 2019 Meeting Minutes – Member Reed made a motion to accept the minutes as presented. Member Howard seconded the motion. It passed unanimously.**
- c) **Other –** Member Reed stated that she was thinking that there might be a way to earn money for the board by doing a Community Game night. Vice-Chair Johnson stated that he had more information on a casino night. A gift wrapping fund raiser was another fund raising idea for next December.

8. Public Comment – None.

9. Adjourn – The meeting adjourned at 7:10.