



Executive Committee Meeting Minutes

January 12, 2017
9:00 AM.

Portland Downtown
549 Congress Street, Portland, Maine

Present:
Kim Volk, Chair
Denine Leeman
Trish McLellan
Phil Haughey
Suzie Rephan
Alen Saric (on phone)
Erik Urbanek
Ken Cianchette

Absent:
Penny St. Louis

Staff:
Casey Gilbert
Taffy Eaton

Minute 1. Kim called the meeting to order and welcomed all present.

Minute 2. Motion to accept:

- a) December 8, 2016 Committee minutes: On a motion made by Trish McLellan, seconded by Denine Leeman and unanimously adopted,
it was

RESOLVED: That the minutes of the Executive Committee Meeting of December 8, 2016 be and hereby are accepted as proposed.

- b) Treasurers update – December 2016: Erik reviewed the attached summary report. On a motion made by Denine Leeman, seconded by Ken Cianchette and unanimously adopted following a discussion in which the following points were raised:

- Insurance – the new policy with Norton Insurance combines special events and liability insurance. Do we need a budget line item added?
- Casey will speak to the holiday events in her Executive Director’s report.

it was

RESOLVED: That the financial reports for the month of December 2016 be and hereby are accepted as proposed.

Additional note: Casey got word from the City that the consultant only needs \$15,000 so PD will contribute \$7,500 and the PEDPIP Grant will contribute the other \$7,500. The Board can decide what to do with the remaining \$7,500 that remains from the \$15,000 allocated towards the study. We need to review the parameters surrounding the time limit in which the funds need to be spent and also how the funds should be spent.

Minute 3. Committee reports:

- Cultural Affairs presentation was very well attended. Alen spoke to Casey about possibly having an educational component every other meeting. Denine raised concern about focusing on the intent of the Committee as offering their input on current advocacy issues of Portland Downtown.
- Events Committee (12/7/16)
- Merchant (Retail) Committee (12/1/16) – Suzie clarified that she is not in favor of a closed street shopping event during the summer, but the idea was presented from an attendee of the meeting.
- Belinda Ray will attend the February Board meeting.

Denine Leeman made a motion to move the meeting minutes to the Board for acknowledgement. Phil Haughey seconded the motion and the vote was unanimous.

Minute 4. Other committee reports:

- Advocacy:
 - Parking & Transportation Committee: Kim mentioned that Nell Donaldson from the City's planning department will attend the January P&T Committee and provide updates on the parking study. Casey reminded the group that Jessica Grondin will present a draft RFP for the Multi Modal Marketing Campaign at the end of February.
 - The General Marketing expense will decrease when the Operating Account is reimbursed by the Park & Shop account for Filipp Kotsishevskiy's video.
 - Sound Oversight Committee: the meetings are poorly attended. Perhaps Portland Downtown can do more to promote the meeting.
 - NLOC – Denine Leeman and Sarah Martin sent the final letter to Doug this week.
 - Panhandling Ad hoc Committee: Ken did a great job running the meeting.
 - It was an informational and scheduling meeting.
 - Fourteen people from a variety of different organizations expressed interest in serving on the ad hoc committee.
 - It was decided to try and complete the work within a 6-month time frame, with the option to extend if necessary.
 - Ken will contact all the people interested in serving on the committee. The committee will work on a compassionate, informed recommendation for a plan of action.
 - The Milestone Foundation check presentation counter balanced the perceived negative tone of this meeting this week.
 - Casey thanked Angie Helton for assistance and tips in getting media to cover the check presentation.
 - The City's proposed Pilot Program is based on a program in Albuquerque, NM where the City offers day labor to panhandlers. How can Portland Downtown get involved? Perhaps get local companies involved with this also, like People Ready. Kim offered to get Margot Walsh of Maine Works, LLC to come to a meeting. Her organization matches the chronically homeless and panhandlers with jobs. See: https://www.nytimes.com/2016/09/04/business/a-temp-agency-that-gives-ex-inmates-a-job-and-a-ride-to-work.html?_r=0 Trish mentioned the Second Chance Citizens program that the Nehemiah Manufacturing Company created is very successful.

Minute 5. Executive Directors update: Casey will provide her full report at the January 19th Board meeting

- Adam has created a password protected page for Board access to important documents: click on "About Us," then "Board Resources," the password will be shared with Board members and it has clickable links.
- Adam will build out the Board Bio section next.
- Casey showed the Light Up Your Holidays sponsor thank you look-books that will be mailed to all sponsors.
- Casey reviewed her Event Overview document. The committee thanked Casey for doing so well with sponsorships.
- Staff is working on an Annual Report to present Portland Downtown information to stakeholders at year end.

Minute 6. Board agenda – let Kim know if anyone has an item to add to the agenda

- Acknowledge Committee Minutes
- Committee Priorities for remainder of 2017 fiscal year shared by Chairs of Committees
- Board retreat

Minute 7. Other business:

- Supplemental Services Agreement ad hoc committee update: Denine sent the latest version of the Supplemental Services Agreement with highlights of ad hoc committee work to the District & Community Services chairs. The DCS Committee can discuss updates at today's meeting. Tangible benchmarks are necessary. Contract work is ongoing.
- Executive Director Employment Contract: Kim Volk and Denine Leeman met to discuss Casey's request for an additional 3-year contract.
 - Denine will pull together the 2-year letter/contract currently in place for the Board meeting
 - Kim is inclined to forward Casey's request to the full Board. It allows her to concentrate on other work rather than worrying about her contract.
 - Denine will check into non-profit Executive Director contracts through Maine Association of Non-Profits and other sources.
 - This committee is in favor of presenting Casey with an additional 3-year contract. Long-term Strategic Plan items need attention and take time to implement.

- Trish has minutes from the December Legal Affairs Committee meeting. She will present them at the Board meeting.
- The District & Community Services Committee meeting is moving to the 2nd Thursday of each month so it meets before the Board meeting.

Kim adjourned the meeting at 10:10.

Respectfully submitted,
Taffy Eaton, Recorder.