



Executive Committee Meeting Minutes

June 8, 2017
9:00 AM

Portland Downtown
549 Congress Street, Portland, Maine

Present:
Kim Volk, Chair
Ken Cianchette
Erik Urbanek
Suzie Rephan
Penny St. Louis

Absent with notice
Trish McLellan
Denine Leeman

Staff:
Taffy Eaton
Casey Gilbert

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

Minute 2. Motion to accept:

- a) May 11, 2017 Committee minutes: On a motion made by Suzie Rephan, seconded by Ken Cianchette and unanimously adopted
it was

RESOLVED: That the minutes of the Executive Committee Meeting of May 11, 2017 be and hereby are accepted to be moved to the Board for acknowledgement.

- b) Treasurers update – May 2017: Erik reviewed the attached summary report. On a motion made by Ken Cianchette, seconded by Suzie Rephan and unanimously adopted following a discussion in which the following points were raised:

- Overall, we are tracking \$9,750 under budget.
- Old Port Festival revenue has not been counted yet, but will reflect in July financial statements.

it was

RESOLVED: That the financial reports for the month of May 2017 be and hereby are accepted as proposed to the Board.

Minute 3. Executive Director's report:

- Summer Kickoff Weekend details are being attended to for Square Hop, Shop for A Cause, Walk the Waterfront (Adam got 4 volunteers for John Spritz, who manages the event) and Old Port Festival. There are many volunteers to post Emergency No Parking signs and mark vendor booth spaces on Saturday.
- Portland Downtown has received a lot of earned media and Casey has been interviewed on both radio and TV several times
- Portland Downtown is a sponsor of the Build Maine conference and Casey, Kim and Amy will be in Lewiston at the conference on Friday
- Amy and Casey are doing bi-weekly maintenance walks throughout downtown and submitting items as necessary to See Click Fix. The walks have been very helpful.
- Casey and Kim had a great check-in breakfast – they do these frequently. They discussed committee members' roles as part of Portland Downtown and the need to establish guidelines to help encourage people to actively participate in committees and to provide a sense of ownership in their involvement in the committees. Right now, many participants just feel like 'guests' at the meetings. Kim and Casey will work

on a policies and procedures manual in 2017-2018. Casey would like to hire a lawyer to review all of Portland Downtown's contracts. More updates will be provided at the Board meeting.

- Kim asked how the OPF budget is. Casey said that radio stations sponsorships interrupts Portland Downtown's pursuit of sponsorships. There is great vendor revenue however.

Minute 4. Committee reports: Erik Urbanek made a motion to move the meeting minutes to the Board meeting for acknowledgement. Penny St. Louis seconded the motion and the vote was unanimous.

Minute 5. Other committee reports:

- Legal Affairs election update:
 - Trish, Penny and volunteers will count ballots at 9:00am on Monday June 19th at Albin, Randall & Bennett
 - The committee will talk about the Legal Affairs committee becoming a governance committee
- Advocacy:
 - Panhandling Ad hoc Committee: the final draft of the advocacy letter was distributed to the ad hoc committee yesterday. Ken summarized the ad hoc committee's work
 - Committee members tried to be very thorough in their approach
 - The committee had a diverse make-up and were able to work together to identify common goals
 - Erik noticed that when smoking was banned in parks by the City, it cleared up the parks but sent the smokers to downtown streets. Erik suggested the City should be encouraged to eliminate smoking throughout the City.
 - Ken added that stepping up patrols downtown will have other positive effects on crime reduction and feelings of safety
 - Graffiti: Kim told the committee that Portland Downtown has a fully executed contract with Learning Works and graffiti removal has begun in force.

Minute 6. Other business:

- Code of Conduct: Kim asked everyone to review the distributed redlined draft. The committee made the following suggestions:
 - Item 4: change the 3rd bullet to begin: "Board and other related Portland Downtown" meetings.
 - Item 4: change the final bullet regarding firearms to: "Each Board member agrees that no firearms will be brought on the property or to any Portland Downtown related meeting". Penny will draft the language and bring it to the Board meeting for a vote.

Minute 7. Board agenda – let Kim know if anyone has an item to add to the agenda

- Acknowledge Committee Minutes
- Code of Conduct: the Executive Committee recommends the Board adopt the amendments as outlined
 - i. Item 4: change the 3rd bullet to begin: "Board and other related Portland Downtown" meetings.
 - ii. Item 4: change the final bullet regarding firearms to: "Each Board member agrees that no firearms will be brought on the property or to any Portland Downtown related meeting".

Minute 8. The committee went into executive session.

Per Penny St. Louis, Kim adjourned the meeting at 10:22.

Respectfully submitted,
Taffy Eaton, Recorder.