



Executive Committee Meeting Minutes

March 9, 2017
9:00 AM

Portland Downtown
549 Congress Street, Portland, Maine

Present:
Kim Volk, Chair
Ken Cianchette
Denine Leeman
Erik Urbanek
Phil Haughey
Trish McLellan

Absent:
Penny St. Louis
Casey Gilbert
Suzie Rephan
Alen Saric

Staff:
Taffy Eaton

Minute 1. Kim called the meeting to order and welcomed all present. Since Ken had to leave for a graffiti meeting with the City Manager, Kim switched the agenda around and asked him for an update on the Panhandling Ad hoc committees' work.

Minute 2. Panhandling Ad hoc Committee: the committee has been meeting weekly. Each member has been given a standard set of questions to ask the contact at the city they have chosen to contact. They will call the contact and compile the answers they receive. They will then confirm that information with the city contact before finalizing. All the cities being researched are involved with the International Downtown Association with some similarities to Portland. By mid-April, the information from the cities will be compiled and meetings/interviews with the local organizations the committee has identified will be complete. There will be a public forum held after that (need to determine a date). Ken will have feedback by the April Board meeting. The process will be complete by mid-May.

Minute 3. Motion to accept:

- a) February 9, 2017 Committee minutes: On a motion made by Phil Haughey, seconded by Trish McLellan and unanimously adopted following a discussion in which the following points were raised:
 - Add Trish to the attendance as mistakenly left off present in proposed minutes
 - Treasurers report section, final bullet re PO Box for ballot returns: At the March 7th Legal Affairs meeting, Brad offered to look for an accounting firm willing to receive the ballots at no charge to Portland Downtown. This may be changed in the minutes after Trish discusses with Brad and Penny.
 - The March 7, 2017 Legal Affairs Committee meeting minutes will be added to the March 16th Board meeting agenda, qualifying that they were not available for the Executive Committee meeting

it was

RESOLVED: That the minutes of the Executive Committee Meeting of February 9, 2017 be and hereby are accepted with revisions/qualifications as proposed.

- b) Treasurers update – February 2017: Erik reviewed the attached summary report. On a motion made by Denine Leeman, seconded by Phil Haughey and unanimously adopted following a discussion in which the following points were raised:
 - Income:
 - i. We are tracking \$2,900 under budget to date. With the exception of one sponsorship check, the holiday event season is complete.
 - ii. Assessment revenue is on budget
 - iii. The Green Drinks event petty cash will be recategorized by Mary Eshelman, the bookkeeper

- Expenses:
 - i. Supplemental Services contract is on budget
 - ii. Quarterly bonuses make Employee Costs cause the perception of expenses YTD off budget
 - iii. Slight uptick in rent and CAM
 - iv. Tracking similarly to last month
- Kim mentioned that the Park & Shop deferred revenue was deposited into the Operating account to offset expenses of the Parking & Transportation initiative. For tracking purposes, we will start bringing other Park & Shop income in to offset expenses as needed.

it was

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

Minute 4. Committee reports:

- NLOC - Kim reported that there have been many conversations between Doug Fuss and Casey Gilbert. Doug requested our NLOC email list to use for organizing a separate oversight group. Casey told him it is against Portland Downtown and Constant Contacts' policies to give out email addresses.
- The Merchant Committee is trying to recruit restaurants

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 5. Other committee reports:

1. Advocacy:

- Parking & Transportation Committee: regular meeting attendees and the Board received the draft of the Fort Hill parking study. Future inventory projections is the next step in the reporting. Private parking lots that are used only by a buildings' occupants were omitted from the inventory.
- NLOC: no report
- Panhandling Ad hoc Committee: see Minute 2 above
- Graffiti: Casey and Ken are meeting with Jon Jennings this morning. They will update the committee next month.

Minute 6. Executive Directors update: Casey's January and February reports were distributed for review in her absence. Kim has asked Casey to continue to use Google docs for information sharing. We will run a session on Google docs once new Board members are in place.

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

- Acknowledge Committee Minutes
- Recap of Board Retreat (the presenters' notes were just emailed to the Board and are available in Google docs)
- Supplemental Services Agreement ad hoc Committee – Update
- Discussion of MOU with CVB for summer 2017 (Tommy's Park Visitor Information Booth)
- Legal Affairs (elections are coming up. Trish will provide a list of Board openings.)

A motion to move this agenda forward was made, seconded and the vote was unanimous.

Minute 8. Other business:

- Supplemental Services Agreement ad hoc committee: the 2017-2018 agreement has been approved. The 2017-2018 budget was provided to this committee today and needs Executive Committee and Board approval. The District & Community Services Committee will look at it today. If they approve it, it will go to the Board in April for a vote. The Board needs time to review it.
- Memorandum of Understanding with the CVB: the Legal Affairs Committee has not looked at it yet. The link is in Google docs and Casey would like the Board to review it in March. The final draft needs approval by March 23rd.

A motion was made to move the MOU to the March 16th Board meeting knowing that Legal Affairs has not reviewed it yet. The Legal Affairs Committee will look at it prior to the Board meeting.

Kim adjourned the meeting at 10:15.

Respectfully submitted,
Taffy Eaton, Recorder.