



Executive Committee Meeting Minutes

October 12, 2017
8:00 AM

Portland Downtown
549 Congress Street, Portland, Maine

Present: Kim Volk, Ken Cianchette, Suzie Rephan, Erik Urbanek, Trish McLellan

Absent with notice: 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:

- September 14, 2017 Committee minutes: On a motion made by Ken Cianchette, seconded by Trish McLellan and unanimously adopted it was

RESOLVED: That the minutes of the Executive Committee Meeting of September 14, 2017 be and hereby are accepted to be moved to the Board for acknowledgement.

- September Treasurer's update - Erik
Erik reviewed the September 2017 summary report. On a motion made by Suzie Rephan, seconded by Ken Cianchette and unanimously adopted following a discussion in which the following points were raised:
 - We are tracking \$10,802.27 over budget year-to-date
 - Total income is slightly under budget
 - Total operational costs over budget due to several large membership dues and annual copier contract payment
 - Kim asked whether we should request an adjustment to the Legal Fees portion of the budget at the November meeting, following review of the 990. Her concern is with the Cadet budget. The Board will discuss it at the October meeting and perhaps adjust the budget for the November reports.

it was

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

Minute 4. Committee reports: On a motion made by Denine Leeman, seconded by Ken Cianchette and unanimously adopted to move the meeting minutes to the Board meeting for acknowledgement following a discussion in which the following points were:

- Merchant Meeting: Suzie said that there has been another meeting since September 7th
 - Merchants are voting on the 6 nominated Shop for A Cause Day beneficiary organizations. Voting closes tomorrow.
 - Initial meetings for the Street Art Vendor and Old Port Festival Ad hoc committees have taken place. The next Street Art Vendor meeting is October 23rd at the Visit Portland office. The committee will be inviting street art vendors to be part of discussion. The committee is looking to

the City to enforce current codes. Belinda Ray has been invited to walk through the Old Port on a large cruise ship day. Suzie is seeking merchant participation in the OPF Ad hoc committee.

- Marketing & Events Committee: Erik reported that Adam did a holiday event preview. The schedule is similar to the 2016 schedule. Casey and Adam are working on securing sponsorships. There was a meeting this week also – we need snack commitments for the Merry Madness snack bags. Kim found Adam’s “look back” document very helpful.
- District & Community Services: Ken reported that the committee set 3 goals: Benchmarks for the work covered by the Supplemental Services Agreement; How to get better code enforcement of current ordinances; Double the number of new trash/recycling cans funded by donations or sponsorships. All 5 black cans in the budget will go on Commercial St. The committee has very competent attendees. Trish McLellan asked whether the Legal Affairs Committee should draft a document defining committee members’ voting rights – attendance at 3 consecutive meetings, etc. Greg Mitchell requested inclusion of Monument Way, Silver Street and Wharf Street repairs/updates in the CIP projects for the FY18-19 City budget. The City needs a letter from the Board in support of support for the projects following a vote.
- Night Life Oversight Committee: Casey will check on the functionality of the sound monitor near Amigo’s to ensure that it is still able to take readings/collect data.
- Public Works Meeting: Casey reported the group talked about CIP priorities for FY19. An on-going hot topic is the Fox Court bathrooms. Portland Downtown pays \$9,555.00 annually for opening and cleaning. The City is conducting research on public restrooms. Can we work with the City on cost share for additional trash/recycling cans?
- Legal Affairs Committee: Trish reported that the committee set 3 goals: Committee voting right criteria; Future board recruitment; Strengthen Board candidate qualifications. The committee will seek bids for the entire 2018 election process. The committee is looking for legal representation from someone who focuses on 501c4 non-profits. Trish reminded the Board that Accommodations (Alen), Entertainment (Sarah), Retail (Suzie), Restaurant (Robyn), 2 At Large positions (Ken, Phil) and one Professional Service position are all up for election. Ken Cianchette and Phil Haughey are not running again. Brad’s opening can be a Presidential Appointment until the end of his term (2019). Kim should bring her appointment to the Board for approval.
- Parking & Transportation Committee: Kim said the committee is updating the Park & Work Program parameters, such as ticket booklet costs and program guidelines. Casey and Amy will send a letter addressing the changes to current program users. The committee needs to set goals for this FY. The Multi-modal Marketing campaign RFP process is ongoing. Kristina Egan with Greater Portland Council of Governments (GPCOG) gave a brief overview of the organization.

Minute 5. Executive Directors update: Casey will have her full report next week

- Board member one-on-one meetings continue. Casey will share the feedback she received.
- The Portland Buy Local Indie Biz Awards are tonight – Portland Downtown will be receiving the Portland Ambassador award.
- Holiday sponsorships are coming in and we are looking for snacks for the Merry Madness snack bags
- We have received 16 tree submissions for the Monument Square tree
- Casey is working on the committee member policy and the document retention policy drafts
- December meetings: Casey suggests cancelling the Executive Committee meeting, moving the Board meeting to December 14th at Bayside Bowl at 3:00 or 4:00, followed by bowling and networking.
- Casey suggests holding a Stakeholder meeting in fall 2018. She would like an annual report and to have time to organize the event well. Ken asked if the bylaws require one annually? Yes. We can combine a Stakeholder meeting with a Board candidate meet and greet to satisfy the Bylaw requirements this FY.

Minute 6. Other business:

- Smoking and Cigarette Litter Downtown presentation: Amy Geren. Amy compiled her report using Cadet evaluations and See Click Fix reports.
 - Smoking is the highest ordinance violation
 - 47% of See Click Fix reports are about full Sidewalk Buttlers
 - These are actionable opportunities for distributing the City’s Quit Line information

- There are signage issues – new signage is being worked on but we need funding for installation.
- The Sidewalk Buttlers issue is being worked on with the City
- Amy is looking for Board support to partner with the City on an education campaign reminding people that cigarette butts are litter
- A suggestion was made to add mention in the directory about our smoke-free parks
- Amy also asked Ted Musgrave to add a reminder about smoke-free events to the body of his email message
- Old Port Festival was a smoke and tobacco free event
- Friends of Congress Square Park seeking Office space: Casey. They would like to use the Portland Downtown office after hours for Board meetings. The following suggestions were made:
 - Use of the office in trade for a sponsorship
 - They will need to provide a certificate of liability insurance naming Portland Downtown and the landlord as additionally insured for \$2M.
 - Next steps: Further discussion is needed
- Suzie mentioned a knife sharpening event at Leroux Kitchen on November 4th from 10:00-2:00 in Portland and 2:00-5:00 in Scarborough.

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

- Acknowledge Committee Minutes
- Committee assignments confirmation
- Discussion of RFP for banking relationship
- Ad-hoc committees meeting dates discussion
- Other additions

Kim adjourned the regular meeting at 9:05 and the committee went into Executive Session.

Respectfully submitted,
Taffy Eaton, Recorder.