



Executive Committee Meeting Minutes

July 12, 2018
8:00 AM

Portland Downtown
549 Congress Street, Portland, Maine

Present: Kim Volk, Erik Urbanek

Absent: Trish McClellan, David Packard

Staff: Casey Gilbert, Taffy Eaton

Minute 1. Kim called the meeting to order and welcomed all present. There is not a quorum present.

Minute 2. Motion to accept:

- June 14, 2018 Committee minutes and June 2018 Treasurer's update: no motion was made to accept either the minutes or the financial reports due to the lack of a quorum.

Erik reviewed the June 2018 summary report:

- We are \$27 ,000 over budget YTD
- \$14,000 of the \$27,000 was due to changes made to OPF, the unexpected legal expense, Cadet program (\$5,000 overage) and the \$6,000 assessment deficit (due to admin & postage fees from City).
- Some expenses need to be reclassified
- The Walking Tour income is essentially a grant, so Casey will properly reflect the income and expense in next months' report
- Staff will figure out how to be more conservative with spending for events and collateral
- Light up Your Holiday (LUYH) expenses were over-budget
- Do we need to add some of the previously unbudgeted expenses to the budget? (ie. DID collection and postage expense). Yes, they have been added in the FY19 budget.
- Casey will work with Adam on a marketing budget at the start of the year and get his input on assembling that part of the budget. The Portland Press Herald (PPH) insert for LUYH was an unexpected expense.
- Casey will send the next draft PPH contract to the Governance Committee for review
- Merry Madness expenses could be reduced by using the Custom House. There would be no tent and heater rentals or venue charge. Erik would like to discuss this with the Marketing & Events Committee.

Minute 3. Committee reports: to be acknowledged at the Board meeting

- Growth Committee 6/6 and 6/20:
- Merchant meeting:
- Clean & Safe Committee:
- NLOC meeting:
- Public Works meeting:

- Parking & Transportation: Peter asked Casey to present the draft of support of the City's recommendations to the Fort Hill parking study. This document will go to the City of Portland's Sustainability & Transportation Committee.

Minute 4. Executive Director report & updates: Casey Gilbert

- New Board member onboarding is going really well
- Current Board member one-on-one feedback is also going well. Casey will report to the Board in July.
- Casey distributed the attached draft of a FY19 Board education plan. She would like to use 30 minutes of each Board meeting for these presentations. This is a result of last year's new Board members' comments that there is a steep learning curve in understanding all that Portland Downtown does. Discussion:
 - Erik suggested adding a Board procedure element to the education plan
 - Denine thinks 30 minutes is taking too much time out of the meeting. Perhaps these topics can get addressed at committee meetings.
 - Consensus is that Casey will use 15 minutes, instead of 30. Erik suggested the Board education segment begin at 10:15/10:20, it be voluntary to stay and we be cognizant of keeping the agenda on time
 - Some changes were made to the draft schedule. The Supplemental Services Agreement is the largest line item of the budget so it needs to be fully addressed.

Minute 5. Confirm Board agenda: July 19, 2018

- Welcome new Board members & introductions
- Acknowledge Committee minutes
- Year-end Review
- Expansion updates
- Other business

Kim adjourned the meeting at 8:57 am.

Respectfully submitted,
Taffy Eaton, Recorder.