

Portland Downtown Board & Committee Meetings for FY19/20

- All meetings are held at 549 Congress St unless otherwise noted
- December Board meeting is traditionally held on the afternoon of the 2nd Thursday, with a holiday reception to follow

Executive Committee: *Meets every 2nd Thursday, 8:00 – 9:00am.*

Board of Directors: *Meets every 3rd Thursday, 9:00 – 10:30am.*

Clean & Safe Committee: This committee is responsible for overseeing the “Clean and Safe” mission of Portland Downtown. It also works to ensure that the terms agreed upon in the Supplemental Services Agreement with the City are fulfilled. Chair Sue-Ellen McClain, Co-Chair David Packard. *Meets every 2nd Thursday, 1:00 – 2:00pm*

Finance Committee: This committee is responsible for insuring long-term financial sustainability of the organization. The committee also assists the Executive Director with budgeting, provides her an opportunity to address higher level concerns that arise throughout the year and provides Board members with the tools they need to support the organization. Chair Denine Leeman. *Meets quarterly on the 15th of the month from 8:30 – 9:30am. Meeting dates are: October 15th, January 15th, April 15th and July 15th*

Governance Committee: This committee provides guidance to the Board on board, committee and organizational policies and Bylaws. Responsible for oversight and implementation of annual elections. *Meets every 3rd Wednesday from 3:00 – 4:00pm*

Marketing & Events Committee: This committee plans, develops, and implements Portland Downtown's major community events including Summer Kickoff Weekend, Light Up Your Holidays, and Downtown Worker Appreciation Day. The committee is also responsible for expanding Portland Downtown's reach and visibility through a variety of communications channels including: website, email marketing, social media, print & digital advertising, and more. Chair Dawn Homa, Co-Chair David Davis. *Meets every other month on the 4th Thursday, 9:30 – 10:30am. Meeting dates are: July 25, September 26, November 28 (will be rescheduled due to Thanksgiving), January 23, March 26 and May 28*

Merchant Committee: This committee provides a forum for downtown business owners and managers to share ideas, plan holiday events, and develop programs and initiatives to help downtown's small business community. Chair Karen Coffin. *Meets every other month on the 3rd Wednesday, 8:30 – 9:30am at Press Hotel. Meeting dates are: July 17, September 18, and November 20, January 15, March 18 and May 20.*

Night Life Oversight Committee (NLOC): Comprised of owners and managers of establishments with liquor licenses, this committee reviews liquor license renewals with the Portland Police Department and exchanges ideas for best practices and safe service of alcohol. Chair Sarah Martin; Co-Chair Mike Erickson. *Meets every other month on the 4th Wednesday, 3:00 – 4:00pm. Meeting dates are: July 24, September 25, November 27, January 22, March 25 and May 27.*

Parking & Transportation Committee: This committee works on improving the ever-changing parking and transportation landscape in the city, often joining forces with other groups working on similar issues. Chair Megan Doane. *Meets every other month on the 4th Wednesday, 9:00 – 10:00am. Meeting dates are: July 24, September 25, November 27, January 22, March 25 and May 27.*

Strategic Planning Ad hoc Committee: This committee is planning and writing the 2020 – 2025 Strategic Plan. *Meets twice per month as scheduled by committee members.*

Portland Downtown Events

Light Up Your Holidays: A series of holiday events designed to bring residents and visitors downtown for great shopping, sight-seeing, and family-friendly fun.

- **Tree Lighting in Monument Square** (Friday 11/29/19): A traditional downtown favorite featuring live music and a special guest in a red suit.
- **Shop for a Cause Day** (Saturday 11/30/19): Fabulous shopping meets fundraising! When customers shop at participating locations, a portion of their purchase benefits a local nonprofit organization.
- **Merry Madness** (Thursday 12/5/19): The social event of the season! Ticket holders enjoy a kickoff party at the Portland House of Music, followed by late-night shopping – with wine and tasty treats along the way.
- **Elfternoon Lunchtime Shopping** (Wednesday's: 12/4/19, 12/11/19, 12/18/19): Participating locations provide free lunch and snacks, so that shoppers can fill their bellies while checking off their holiday to-do list.
- **Horse & Wagon Rides** (Season): Free rides on horse-drawn carriages throughout enchanting downtown Portland. Pickup and drop-off in Monument Square.
- **Holiday Window Display Contest** (Season): Downtown businesses create gorgeous window displays for all to enjoy. Prizes are awarded by a panel of judges.
- **Pandora's Winter Lights** (Season): A true signature of downtown Portland during the holiday season, these dazzling displays wow residents and visitors alike.

Downtown Worker Appreciation Day (Thursday 5/7/20): Co-hosted by Portland Buy Local, this beloved community event celebrates all of the people who make Portland a great place to live, work, and play. Attendees enjoy free coffee, breakfast treats, goodie bags, and more.

Summer Kickoff Weekend: Welcome summer with fun for all ages.

- **Square Hop** (Friday 6/12/20): Free outdoor music and special performances in four of our iconic downtown parks: Post Office Park, Monument Square, Congress Square Park, and Longfellow Square.
- **Walk the Working Waterfront** (Saturday 6/13/20): A unique opportunity to explore Portland's marine economy. Attendees explore the wharves and piers along Commercial Street while enjoying free tours, seafood samples, and more. This event is produced by the New England Ocean Cluster and Maine Coastal Programs, but is promoted by Portland Downtown and included in the Summer Kickoff Weekend line-up of events.
- **Shop for A Cause Day** (Saturday 6/13/20): The summer version of our longstanding Holiday Shop for a Cause Day.