



Executive Committee Meeting Minutes

March 14, 2019
8:00 – 9:00AM

Portland Downtown
549 Congress Street, Portland, Maine

Present: David Packard, Sue-Ellen McClain, Dawn Homa, Denine Leeman

Staff: Casey Gilbert, Taffy Eaton

Minute 1. David Packard called the meeting to order and welcomed everyone present

Minute 2. Motion to accept:

A. February 12 & 13, 2019 Board Retreat minutes: On a motion made by Sue-Ellen McClain, seconded by Denine Leeman and unanimously adopted following discussion,

1. Denine Leeman wants to be sure we formalize the 5-year Strategic Plan.
 - a) Casey reminded those present that we can continue working with Starboard Leadership if the Board so chooses.
 - b) Several Board members volunteered to sit on a Strategic Planning committee. The first meeting will be in April 2019. Then the committee can decide whether they want to continue working with Starboard.
2. Casey said that all the Board Retreat documents are on the Board Resources page of the website

it was

RESOLVED: That the minutes of the Board Retreat of February 12 & 13, 2019 be and hereby are accepted to be moved to the Board for acknowledgement.

B. February 2019 Treasurer's update: Denine Leeman would like to work with Mary Eshelman on General Journal entries and a full monthly report and is glad that all the Light up Your Holidays sponsorship checks have been collected, with the exception of one.

1. Casey offered to work with Denine monthly on reports.

Minute 3. Committee reports - brief comments by Committee Chairs

- Clean & Safe Committee: Sue-Ellen McClain said the committee is working on the agreements with the City and on the Public Works budget
- Public Works: Winter Operations updates were offered and uniforms were discussed with Dan Mirabile. Dan also updated those present on Capital Improvement Project (CIP) budgets.
- Governance Committee: David Packard said that the committee continues to review the Bylaws.
 - The Bylaws need to be looked at regarding the process of filling a vacant stakeholder seat as it is currently unclear. David Packard thinks the Board Chair can appoint a stakeholder representative, but

that person must then run in the next election. Perhaps appointing a 6-month interim representative could work in the representative's favor, giving them a chance to become familiar with the position.

- Casey met with Suzie Rephan to listen to her concerns about the Retail representative Board position, which is currently open.
- David suggested having a majority Board vote, rather than a Chair appointment, for vacant Board seats.

Minute 4. Executive Director's update: Casey Gilbert

- State Legislation: LD 746 gives control to municipalities for the duration of Development Districts. Representative Erik Jorgensen presented to the State and Local Government Committee in Augusta. He circulated City of Portland and Portland Regional Chamber of Commerce letters of support to the committee. Casey also provided testimony and distributed 8 more letters of support from property owners and residents. The Economic Director from Orono spoke in favor of municipal control. Casey also attended the workshop yesterday. The bill came out of committee with "unanimous, ought to Pass" outcome, which is the best outcome possible. The bill will go on a consent agenda and the hope is that the bill will be ratified into law in April.
- City contracts: Casey suggested those present bring a list of questions for Greg Mitchell to the Clean & Safe Committee this afternoon
 - Denine suggested there is an air of City control in the draft contract rather than a partnership with PD
 - Sue-Ellen McClain pointed out that the mil rate determination is written the opposite way of the way it should be worded
 - The number of Public Works staff includes an additional seasonal person
- Kim Volk's email was nicely written
- PD staff job titles and descriptions: Casey said it was time to update Adam MacDonald's and Amy Geren's descriptions and salaries. Both had been hired at \$30,000.
 - Casey explained that Adam's position was created as a result of the burn-out factor of previous staff being responsible for both marketing & events. Adam rewrote his job description to more accurately reflect his duties at Casey's request. The term Coordinator does not adequately describe what Adam does. Director better describes what he does.
 - Sue-Ellen McClain pointed out that in her experience in the marketing field, the usual move is to Manager first. Director indicates he has staff to manage which could work against him moving forward.
 - Denine thought he worded his job description well. No salary was noted but it will be added before finalizing. Should a salary range of \$40,000 – \$50,000 be added? The salary is always presented as part of the annual budget for Board approval.
 - Committee members commented that both titles should be 'Manager' rather than 'Director'
 - Casey will bring revised job descriptions back to Executive Committee in April
 - It was suggested that Amy Geren's title should change to Program Manager.
 - Amy's salary range will also be \$40,000 - \$50,000
 - Denine has concerns with the reflection of the liaison (boots-on-the-ground) work. The original title of Community Services Coordinator and now Downtown Experience Liaison was because of that need. Someone needs to be out meeting property and business owners and that work needs to be reflected in the job description.
 - Casey will ask Amy to modify the draft description

Minute 5. Board agenda for March 21, 2019

- Review and discuss Board vote on Old Port Festival and updates on the outcome
- Board elections: seats available and Board recruitment.

- David Packard added that the Governance Committee should have finalized the Board seat descriptions prior to the Board meeting. The Restaurant and Night Life categories overlap due to City and State licensing.
- City contracts: Sue-Ellen McClain and David Packard will offer an update on the drafting process.
- Retreat update and Ad Hoc committee formation

Minute 6. Other business

- April 15th is the next Finance Committee meeting

David adjourned the meeting at 9:10am.

Respectfully submitted,
Taffy Eaton, Recorder.