



## Executive Committee Meeting Minutes

June 13, 2019  
8:00 – 9:00AM

Portland Downtown  
549 Congress Street, Portland, Maine

**Present:** Kim Volk, David Packard, Dawn Homa, Denine Leeman, Sue-Ellen McClain, Kim Farrar, Megan Doane

**Staff:** Casey Gilbert, Taffy Eaton

**Minute 1.** Kim Volk called the meeting to order and welcomed everyone present.

**Minute 2. Motion to accept:**

- A. May 9, 2019 meeting minutes: On a motion made by David Packard, seconded by Kim Volk and unanimously adopted following discussion
- a. Casey mentioned the Repairs & Improvements line item – at the May Public Works meeting, the City said they would not have matching funds to share the cost of self-watering planters with PD. Following that meeting, funding was found so PD has ordered 40 self-watering planters and is sharing the cost with the City.
  - b. The FY20 budget and contracts have been finalized and will go to City Council for a vote on Monday June 17<sup>th</sup>

it was

**RESOLVED:** That the minutes of the May 9, 2019 meeting be and hereby are moved to the Board for acknowledgement.

- B. May 2019 Treasurer's update: On a motion made by Kim Volk, seconded by David Packard and unanimously adopted following a discussion in which the following points were raised:
- a. Casey mentioned
    - It is nice to see the checking account at a healthy level this year
    - Summer Kickoff Weekend sponsorships: we secured a parade sponsor (UMaine), and a SFAC sponsor (Bangor Savings Bank), but were unable to secure a Square Hop sponsor
    - Grants are difficult to secure due to our designation as a 501c4, which is funded through a supplemental property tax
    - Casey asked Taffy to move the Portland Radio Group checks to OPF Miscellaneous from OPF performers, so that the expense is more obvious at fiscal year-end
  - b. Kim Volk asked about the Directory Partnership Contribution. Casey will meet with Courtney Spencer this week.
  - c. Kim Volk mentioned Accounts Receivable items. Casey will look into – they are most likely outstanding sponsorship checks
  - d. Park & Shop liability will be addressed with Tabitha at year-end. Denine will request a meeting with Tabitha to make final adjustments.

it was

**RESOLVED:** That the financial reports for the month of May 2019 be and hereby are moved to the Board for acknowledgement

**Minute 3. Committee reports** - brief comments by Committee Chairs.

- Finance Committee: Kim Volk said Casey sent the Finance Committee a message about Greg Mitchell's comments regarding two adjustments that will need to be made in the PD budget: (1) regarding the supplemental tax revenue and the other (2) regarding the public works budget. Adjustments were made against the Contingency Fund.
- Strategic Planning Ad hoc Committee: May 6<sup>th</sup> and May 29<sup>th</sup> – David Packard summarized - Liz Hall has been hired as the consultant. The committee will meet again at end of June. Casey also brought Mary Budd back for an interview at the same time Liz Hall was interviewed. Committee members reviewed other cities Strategic Plan's and reported back at the May 29<sup>th</sup> meeting.
  - Kim Volk asked whether we have a confidentiality agreement from Mary Budd and asked Casey to have Liz Hall sign one
- Clean & Safe Committee: David Packard said the committee finalized the Supplemental Services Agreement, sent it to the Board for approval and now City Council has to review and approve it. The committee will schedule an expansion area Property Owners get together/picnic for the fall in Pleasant Street Park. Cadets have started and the Public Works crew is wearing the PD logoed vests. David Packard attended the Congress Street Safety meeting along with other Board members, property owners, business owners and the police department. Casey said it's a series of meetings keeping dialog open between City Manager Jon Jennings and downtown stakeholders.
  - Casey said that Amy Geren reported crime statistics and Milestone Home Team statistics
  - Kim Volk asked how graffiti removal is going. Learning Works got off to a slow start. At the most recent meeting with the City Manager, Casey and he discussed exploring some other options for graffiti removal in the future.
- Merchant meeting: Casey said the Summer Shop for A Cause beneficiary Learning Works made a presentation and the Retail representative nominees to the Board introduced themselves
- Parking & Transportation Committee: Megan Doane said the committee was updated on the Multi-modal Marketing Campaign and feels it will be a good campaign. Updated pedestrian wayfinding signs and new bike racks will be added downtown with funds received through a CDBG grant, for which the City of Portland is the lead organization – with Portland Downtown as the partner. Megan mentioned that the committee will add the Park & Work program as an agenda item during the next fiscal year. Megan is looking forward to getting new Board members involved.
- Nightlife Oversight Committee: Casey suggested that it might be time to revisit the mission/purpose of this committee. Casey encouraged the Board to look at the NLOC committee structure and think about how we might serve the broader hospitality industry, especially with a new Restaurant representative on the Board. There is also a lack of involvement by license holders along the Congress Street corridor, which could be a valuable addition to the committee.
  - Denine Leeman thinks having a committee that deals with after-hours is beneficial. She is hoping that with a Restaurant representative on the Board, it could be a more rounded committee, focusing more on safety.

**Minute 4. Bylaws revision review and vote:** Kim Volk asked Kim Farrar to review the proposed changes. The four documents sent for review are as follows:

- 1) The copy with all the redlines is the complete picture
- 2) Another copy shows all the comments (substantive changes)
- 3) There is a clean copy
- 4) Lastly, there is a summary document

Kim Farrar worked through the summary document. Only substantive changes are noted, Kim did not add "pronoun review" for instance. (Note: please see attached documents for the section-by-section detail review).

Discussion:

- Kim Farrar suggested that we may want to add a new paragraph discussing Board meeting quorums, and a new paragraph with committee voting and quorums.
- Executive Committee composition – 3 elected officers, and invite committee chairs as non-voting participants? Kim Volk will discuss this at the Board level.
- Megan Doane clarified that starting in 2020 these revised Bylaws will help rolling Board positions. Yes, and David Packard added that the Governance Committee is looking at what the timeline will be. The Board can fill vacancies if necessary.

David Packard made a motion to approve the Bylaws revisions as presented. Denine Leeman seconded the motion and the vote was unanimous.

**Minute 5. Discuss Board agenda for next week, June 20<sup>th</sup>**

- Bylaws revision review and vote

**Minute 6. Other business:**

Old Port Festival: Kim Volk asked Casey about Old Port Festival. Casey said it was a safe and successful event and is confident that the event was executed as the Board had directed. Casey thanked staff and Kim & David Farrar for helping with event prep on Saturday. Eventbrite income should be distributed to PD bank accounts within 7 – 10 days after the day of the event. There will most likely be some expenses lagging into August, due to timing of the credit card bill. It usually takes about a month to collect the Shop for A Cause Day checks from participating businesses.

- Sue-Ellen McClain commented that the Portland Press Herald and other media outlets did a good job communicating that PD accomplished their goal with OPF

Elections: Kim Volk and Sue-Ellen asked Casey to prepare a draft press release to announce new and existing board members, once the election results are complete and verified.

Kim Volk adjourned the meeting to Executive Session at 9:03am.

**Minute 7. Executive session**

Respectfully submitted,  
Taffy Eaton, Recorder.