

Portland Downtown Board of Directors

Meeting minutes
July 18, 2019 9:00 – 10:30AM
549 Congress St



Present: Kim Volk, David Packard, Sara Brown, Karen Coffin, Krista Cole, David Davis, Megan Doane, Mike Erickson, Dawn Homa, Bob Keegan, Denine Leeman, Sarah Martin, Sue-Ellen McClain, Dan Mirabile, Neil Reiter, Gillian West

Absent: Kim Farrar

Staff: Casey Gilbert, Taffy Eaton

Minute 1. Kim Volk called the meeting to order, welcomed the new Board members and asked for introductions. Kim mentioned that rotating through committee meetings is a good way to determine which committees you would like to serve on.

Minute 2. Motion to accept:

- A. **June 20, 2019 Board meeting minutes:** On a motion made by Denine Leeman, seconded by Sue-Ellen McClain and unanimously adopted following discussion:
- Casey noted that her Executive Directors notes are a good wrap-up of projects and initiatives and hopes that they are helpful for Board members

it was

RESOLVED: That the minutes of the Board meeting of June 20, 2019 be and hereby are accepted as proposed.

- B. **June 2019 Treasurer's report:** Denine Leeman distributed and reviewed her June Treasurer's report: On a motion made by Bob Keegan, seconded by Sue-Ellen McClain and unanimously adopted following discussion:
- The reports show a large surplus, prior to the 990 adjustments. We are expecting a surplus after final adjustments also. A contribution will be made to the reserve fund. Casey, Denine and Kim Volk will meet with Tabitha Swanson, CPA in September. It is prudent to bring the completed 990 to the Board.
 - Summer Kickoff Weekend and Old Port Festival seem to be positive events this year
 - Parking & Transportation Reserve Funds – Denine thanked everyone who helped settle the liability, determining that \$18,000 is the accurate amount. The \$18,000 is available to the Parking & Transportation Committee and will be used to cover the cost of new Pedestrian Wayfinding signage and bike racks, as well as help launch the multi-modal transportation marketing campaign.
 - The cash, above and beyond the \$18,000, in the Park & Shop checking account will be added to the reserve account, which will be held in a CD.
 - Casey confirmed that the Gorham Savings Bank CD comes to maturity on September 8th. We will have 10 days to either add to the CD or move the funds.
 - Denine will bring the draft Policy & Procedures manuals to the Governance Committee for review in August. These manuals will offer the organization consistency in the event of staff and Board turn-over.

it was

RESOLVED: that the June 2019 draft financial statements and Treasurer's report be and hereby are accepted as presented.

Minute 4. Committee reports with brief comments by Committee Chairs. Kim Volk encouraged Board members to read all meeting minutes prior to the monthly Board meeting.

- **Strategic Planning Ad hoc Committee:** Kim Volk explained that this committee is meeting every 2 weeks and has a substantial amount of work to do in the coming months. Dawn Homa said that there has been a subsequent

meeting where the committee discussed suggestions of Stakeholders to involve and prioritized which to include in the one-on-one interviews. Others will take part in focus groups. vetted master questionnaire is being developed – the same questions will be asked of everyone. Megan Doane added that there is a timeline and Board participation will be requested during the process.

- Clean & Safe Committee: Sue-Ellen McClain said that the committee is in a good place with the revised Master & Supplemental Service agreements. The Public Works team is wearing the new PD logoed vests, the planters have been planted and the committee is working on organizing a Meet and Greet with expansion area property owners on September 12th in Pleasant Street Park.
- Merchant Meeting: Karen Coffin said the cadets introduced themselves to the meeting attendees, top concerns were discussed in small groups, and Adam provided a quick recap of Summer Kickoff Weekend. Sara Brown added that the break-out sessions generated ideas about how PD might be able to help in certain areas. Some of the information could be used in the Strategic Planning process also. Kevin Kingdon and Jacques deVillier, the other two Merchant/Retail representative nominees were in attendance. Casey told meeting attendees that there had been a 3-way tie, solved by a coin toss. Kim Volk added that we use an independent CPA firm to keep the election process transparent.
- Public Works – Dan Mirabile said that South Street sidewalk work and Pleasant Street work is complete. Shepley, Oak and Casco Streets work is upcoming and Lincoln Park sidewalk work is underway.
- Governance Committee – Casey thanked the committee for producing the revised Bylaws
- Nightlife Oversight Committee (NLOC) – there is an Old Port security forum, a closed Facebook page that is working very well to alert each other to possible problem patrons
- Parking & Transportation – Megan Doane said they have a meeting next week and will be discussing the CDBG grant which will provide for additional bike racks and refurbishing the existing pedestrian wayfinding signs

Minute 5. Executive Director's update including Legislative Update – Casey Gilbert

- Casey presented Kim Volk with the framed signed legislation allowing local control over the duration of development districts in Maine. The Growth Ad hoc Committee spearheaded this effort.
- City Council approved a new city-wide Sound Ordinance – down to 85 decibels from 92 decibels. There is a Sound Oversight Committee which meets regularly and handles disputes related to sound/noise complaints. The PD Sound Advocacy Letter began the process of addressing the decibel level in 2016. Denine Leeman added that the City did a sound monitor study. The new Sound Ordinance also includes a DBC which measures bass. A good process was followed and the advocacy was successful.
- Casey displayed the Board Resources page on the PD website and distributed the new password
- The draft committee list is for review, nothing will be finalized until August or September. Please let Casey know if you would like to change your proposed assignments.
- Professional Development:
 - PD is involved in urban place management. We are a member of the International Downtown Association (IDA), a worldwide organization. There is an IDA conference in October in Baltimore and Casey would love to have a few Board members attend. PD has money in the Professional Development budget and could pay for the Board member registration fee. Let Casey know if you have questions about the conference.
 - Maine Association of Nonprofits (MANP) offers Board Bootcamp in November. PD will cover registration costs for interested Board members.
- Board check-ins – Casey will send a Doodle poll to set up 30-minute meetings with returning Board members. Casey provides a summary report to the Board, but the feedback is confidential and no names are attributed to specific feedback provided. The report is helpful to provide guidance to the Board for process improvements and to see what we are doing well.
- Name tags will be ordered for new Board members
- There will be a Board social in September

Kim Volk adjourned the meeting at 9:40AM.

Respectfully submitted,
Taffy Eaton, Recorder