

**BUCHANAN DEVELOPMENT ORGANIZATION
BOARD OF DIRECTORS MEETING AGENDA
Wednesday August 16, 2023
Buchanan Area Senior Center - Sunroom | 6:30 p.m.**

1. Call to Order
2. Approval of Agenda – August 16, 2023
3. Public Comment - Agenda Items Only (3-Minute Limit)
4. Approval of Minutes –
 - a. July 19, 2023
5. Review Financials
6. Board Membership
 - a. Acceptance of New Members – None
 - b. Acceptance of Member Terminations– Monroe Lamay (Pending Letter)
7. Unfinished Business
8. New Business
 - a. Main Street Application
9. Communications
10. Public Comment - Non-Agenda Items Only (3-Minute Limit)
11. Board Comments
12. Adjournment

Next Board Meeting: September 20, 2023 at 6:30 pm at BASC Sunroom

Attendance:

<input type="checkbox"/> Dippo	<input type="checkbox"/> Lemay	<input type="checkbox"/> Virgil	<input type="checkbox"/>
<input type="checkbox"/> Garry	<input type="checkbox"/> Lysy	<input type="checkbox"/> Weedon	<input type="checkbox"/>
<input type="checkbox"/> Hendrixson	<input type="checkbox"/> Shaver	<input type="checkbox"/> Regal	<input type="checkbox"/>
<input type="checkbox"/> Houser	<input type="checkbox"/> Tuite	<input type="checkbox"/>	<input type="checkbox"/>

BUCHANAN DEVELOPMENT ORGANIZATION
BOARD OF DIRECTORS MEETING AGENDA
Wednesday June 21, 2023
River Saint Joe | 6:30 p.m.

1. Call to Order @ 6:37 pm
2. Approval of Agenda – June 21, 2023 Tuite made a motion to vote to accept an amended Agenda to include the following items: under 6B add to acceptance of member termination Ulrike McCarty who has recently resigned. And under New Business add a discussion of bylaws. Virgil seconded the motion, unanimous approval.
3. Public Comment - Agenda Items Only (3-Minute Limit) No visitors
4. Approval of Minutes –
 - a. May 17, 2023 Dippo made a motion to approve the minutes as presented, Lemay seconded, unanimous approval.
5. Review Financials- Shaver reported two expenses since last meeting, paying for Thank You flowers for the Art Center (\$41.00) and POBox renewal(\$78.00). Shaver made a motion to approve reimbursing Ashley for the price of a desk she purchased for incubator (\$150.00), Lemay seconded, unanimous approval.
6. Board Membership
 - a. Acceptance of New Members – None
 - b. Acceptance of Member Terminations– Lysy made a motion to accept the resignation of Ulrike McCarty from the board, Dippo seconded, unanimous approval.
7. Standing Reports (**Limited to 10 min**)
 - a. Organization
 - i. Fundraising Strategy for US 12 Sign
 1. US 12 Sign - IN PRODUCTION
 - a. Preservation Society - \$250
 - b. Honor - \$500
 - c. Scarecrow Ladies - \$500
 - d. Realtors -
 - e. Weldy's - \$100
 - f. Common Citizen - \$500
 - g. Lions - \$500 (Randy)
 - h. United (Monroe)
 - i. Redbud MX (Randy)
 - j. McCarty Well Drilling (Kathy) - \$250
 - k. Tom Jolly (Tony)
 - l. Steve Raglin (Tony)
 - m. Dean Allrick (Kathy)
 - n. Alan Robant (Kathy)
 - o. Joe and Tom (Kathy)
 - p. Realtors (Kathy)
 - q. Kathy Virgil - \$500
 - r. Masons - \$500 (Monroe)

- s. Redbud Fitness (John)
 - t. Lehmans (Peter)
 - ii. Re-Cap Meeting with MEDC
 - 1. Application
 - 2. Follow-Up Email from Leigh
 - 3. Downtown Buy-In
 - a. Joseph Williams, Adam Burke, Kim Pruitt, Kyle Zelmer, Carrie Flenar-Franklin, Molly Thorton
 - iii. Follow-Up Meeting with MEDC
 - 1. **November 20** or 21
 - 2. November 27-December 1st
 - 3. Add resolution to be a working board next meeting**
 - 4. Three Rivers - CC Leigh to schedule visit**
 - b. Promotion
 - i. Website
 - 1. Accomplishments Page
 - ii. Communication with Stakeholders
 - iii. 2024 Event
 - c. Design
 - i. Library Art - Update
 - ii. McCoy's Creek Trail Markers - Update
 - d. Economic Vitality
 - i. Funding
 - e. Project Committee(s)
 - i. Munchie Mondays Report and Update
 - 1. October Extension - October 16th
 - ii. Business Incubator
 - 1. Contract - Vote
 - a. Ask for first and last months rent
 - b. Hold open (Executive Director) Matrix Reports
 - c. Ask/Require
 - d. Ask for specific dollar amount for liability insurance
 - e. Don Chepe (equal to each person's rent)

Lemay made a motion to allow Ashley Regal to submit a vendor agreement to Don Chepe for signature with a receipt of \$450.00 deposit and proof of insurance. This secures a location in the Buchanan Hometown Mercantile Business Incubator when it opens. Shaver seconded, unanimous approval.
 - 2. Vendors
 - a. Too early/ask them to partner (Red Dog Roasters)
 - 3. Open Hours
 - a. 11am-7pm 5-6 Days/Week
8. Director's Report
9. Unfinished Business
 - a. Concessions - July 8th - Greta Pope's Motown

Houser made a motion to approve the spending of no more than \$ 500.00 to acquire food and drinks for concessions during Greta Pope's Commons concert on July 8th. Lemay seconded, unanimous approval.

- i. Kathy, Monroe, Tracy, Ashley, Dave, Tony
- ii. \$500 (Wings, Fries, Dipping Sauces)

10. New Business

a. By Laws -

b. Appoint Temporary Committee?

i. Quorum

- 1. *Section 4.* Ten percent (10%) of the active members, present in person or represented by proxy, shall constitute a quorum for the transaction of business at all meetings of the membership, except as otherwise provided by statute, by Articles of Incorporation or by these Bylaws.
- 2. Change to 1/3 = quorum :Houser made a motion to amend the bylaws from current language that 10% makes a quorum, to 1/3 of board membership is minimum requirement for a quorum. Lysy seconded with unanimous approval.

ii. By-Laws - Other

1. Subcommittees

- a. Subcommittee name change: Houser made a motion to change the subcommittee names to more accurately reflect the subcommittees as they exist today. Virgil seconds the motion, unanimous approval.

11. Communications

12. Public Comment - Non-Agenda Items Only (3-Minute Limit)

13. Board Comments

14. Adjournment @ 8:47 pm Houser makes motion, Dippo seconds it, unanimous approval.

Next Board Meeting: July 19th, 2023 at 6:30 pm at Senior Center Sun Room

Attendance:

___ Dippo	___ Lemay	___ Tuite	___
___ Garry	___ Lysy	___ Virgil	___
<u>A</u> Hendrixson	<u>A</u> McCarty	<u>A</u> Weedon	___
___ Houser	___ Shaver	___ Regal	___