

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
 - ii. Re-Cap Meeting with MEDC
 1. Application
 2. Follow-Up Email from Leigh
 3. Downtown Buy-In
 - 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 $\frac{1}{3}$ = quorum :Houser made a motion to amend the bylaws from current language that 10% makes a quorum, to $\frac{1}{3}$ 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:

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