

BUCHANAN DEVELOPMENT ORGANIZATION
BOARD OF DIRECTORS MEETING AGENDA
Wednesday April 5, 2023
River Saint Joe | 6:30 p.m.

1. Call to Order at 6:43 pm
2. Approval of Agenda – April 5, 2023 Houser made a motion to approve, Dippo seconded, all approved.
3. Approval of Minutes – March 15, 2023 (Table until next meeting)
4. Review Financials - N/A
5. Board Membership
 - a. Acceptance of New Members – None
 - b. Acceptance of Member Terminations– None
6. Standing Reports (**Limited to 10 min**)
 - a. Organization
 - i. Strategic Partnerships/Fundraising**
 1. Monroe: Roti Roti Art Center, Senior Center, FAPCO, Buchanan Meadows,
 2. Tracy: Fernwood, Statefarm - Joe Jilek
 3. Annie: Jerry Flenar
 4. Tony: Lyla Grace, Cannabis Employers
 5. Ashley: Andrews University, LMC, SWMC, Greater Niles Chamber
 6. Mark: RXO
 7. Ulrike: Redbud Health, Honor Credit Union
 - b. Promotion
 - i. Stakeholder Event - April 25th 6pm-8pm Roti Roti Art Center**
 1. Temporary Subcommittee
 - a. Randy: (Volunteer A/V if needed), Randy Newsletter/Communication, Mail Chimp
 - b. Ashley: New Email, Check Fire Code with Roti Roti Art Center (Will there be pottery class?) Leigh - Resource on stakeholder meeting format/materials
 - c. Agenda - Randy
 - i. What Main Street Program is and what it is not?
 - ii. Why Main Street?
 - d. Perc Breakfast?**
 2. Guest List (See Above)
 - a. Grow Contact List
 - i. Newsletter Contact List (Google Sheets)**
 - ii. Meeting with Leigh
 - 1. Monday June 5 11am-2:30pm**
 - a. Site Visit Agenda
 - b. 11:00am - Tour of Downtown–/District

- c. 11:45pm – Lunch with Ashley
 - d. 1:00pm – Meeting with Main Street Board
 - e. 2:30pm - Adjourn
 - iii. Website
 - 1. Launch Plan
 - 2. Supporters
 - a. RSJ, DPM, Buchanan Chronicle
 - 3. Be involved quote/photo (fix)
 - c. Design
 - i. US 12 Sign
 - 1. Vote on Design, Placement, and (Ultimately) Price
 - a. Design - Placards or No Placards
 - i. Vote Yes for Placards
 - ii. Bucks & Promise
 - b. Placement - 1-Sided or 2-Sided
 - i. Vote Yes for 2-Sided
 - c. \$10,000 or \$12,000
 - d. Economic Vitality
 - i. [Start-Up Funding - April 10th 7pm](#)
 - 1. To vote on allocation of funding usage upon receiving
 - 2. Strategy
 - a. **Funding to carry us until June 30, 2023**; ask them to include us in next years budget
 - b. Set up a private meeting with Tim and Deb to discuss budget for Main Street
 - c. **Ask Leigh (add Randy to call?)**
 - ii. Priorities
 - 1. Design Projects
 - a. US 12 Sign McCarty moved to reject the placards, motion failed after discussion. Shaver made motion to approve the design with placards as presented (see attached).Lysy seconded, all approved. Houser made a motion to approve the two-sided sign and location as presented (see attached). Shaver seconded, all approved.
 - b. Days Ave
 - 2. Business Incubator
 - 3. Communication Plan
 - e. Project Committee(s) - N/A
 - i. Food Trucks Update
 - 1. Minimum 3 to Launch (May)
 - a. [Brick House](#)
 - b. Sadler’s Hot Dogs & Brats
 - c. Tim Carrigan
7. Director's Report
 - a. [Business Incubator](#)
8. Unfinished Business

- a. N/A
- 9. New Business
 - a. Consider New Mission Statement:
 - i. **Existing:** We are the Buchanan Development Organization and we believe in stewardship. Every day we work to restore energy on behalf of the community in downtown Buchanan so that we can ensure an inclusive culture of innovative vitality.
 - ii. **Proposed:** *Our mission is to preserve, improve and revitalize downtown Buchanan, the core of our community. LiveBuchanan is an organization whose task it is to coordinate communication and promotion, make design improvements, and encourage ongoing economic development by leveraging our unique history, culture and physical assets.*
 - 1. Vote: Yes for new mission statement Houser made a motion to approve the new mission statement, Dippo seconded, all approved.
- 10. Communications - N/A
- 11. Adjournment at 9:02 pm Houser made motion to adjourn, Shaver seconded, all approved.

Next Board Meeting: May 17th, 2023 at 6:30 pm at River Saint Joe

Attendance:

___ Dippo	A ___ Lemay	___ Tuite	___
___ Garry	___ Lysy	A ___ Virgil	___
___ Hendrixson	___ McCarty	A ___ Weedon	___
___ Houser	___ Shaver	___ Regal	___

BUCHANAN DEVELOPMENT ORGANIZATION
BOARD OF DIRECTORS MEETING AGENDA
Wednesday March 15, 2023
River Saint Joe | 6:30 p.m.

1. Call to Order at 6:32 pm (Houser made motion, Tuite seconded. Unan vote)
2. Approval of Agenda – March 15, 2023 (Dippo made motion, Houser seconded. Unan vote)
3. Approval of Minutes – February 15, 2023 (Lysy made motion, Dippo seconded. Unan vote)
4. Review Financials - N/A
5. Board Membership
 - a. Acceptance of New Members – None
 - b. Acceptance of Member Terminations– None
6. Standing Reports (**Limited to 10 min**)
 - a. Organization
 - i. Strategic Partnerships/Fundraising**
 1. Monroe: Roti Roti Art Center, Senior Center, FAPCO, Buchanan Meadows,
 2. Tracy: Fernwood, State Farm - Joe Jilek
 3. Annie: Jerry Flenar
 4. Tony: Lyla Grace, Cannabis Employers
 5. Ashley: Andrews University, LMC, SWMC, Greater Niles Chamber
 6. Mark: RXO
 7. Ulrike: Redbud Health, Honor Credit Union

Ashley is working on a follow up email letter to partners.

- b. Promotion
 - i. [Heritage Dinner](#)
 1. [Bands](#)
 2. Postponed for 2023 (Weeden made motion, Shaver seconded. Unan vote)
 - ii. Communication Plan
 1. Private Facebook Group for Downtown Stakeholders
Group discussed possible dates which Ashley will run by the RR Art Center.
 2. Website: close to going public!
 3. Events
 - a. Volunteer at Thrill on the Hill
 - b. Beer Garden Vendors?
 4. Stakeholder Event
 - a. April 25th 6pm-8pm**
 5. June Meeting with Leigh

- a. June 7 - Wednesday
- b. June 5 – Monday

We have now met the requirements for the engaged level for Michigan Main Street. Leigh is excited about our progress and asked us to sit in on a cohort meeting as an advisor. She is planning an on-site visit in June, date TBD

c. Design

i. Communication Board

- 1. Main St Message Board (60”x42”)
 - a. Redbud Hardware - First Sponsor offered plexi repair
- 2. Future Grant Requests
 - a. Partner with Friends of McCoy Creek Trail?

ii. US 12 Sign

- 1. Lions Club Partnership?
- 2. Whole Group attend Bertrand Twp zoning meeting?

iii. Days Ave

- 1. Public Art Installation on Library

iv. Desenburg Alley

- 1. Murals
 - a. Zen Leaf and Potential Addition of Listing Leaders
 - b. Pre-Proposal out to National Fish and Wildlife Trust

v. Attractions Map Emma still working on

Ashley reported about progress on our search for Native American artist with Angie from the Potawatomi Tribe group. They are excited to partner with us, sees this as a big project and big opportunity. Julie Capron, other side of alley, also wants to be involved on some level.

d. Economic Vitality

i. [Budget](#)

ii. Priorities

- 1. Design Projects
 - a. Days Ave**
- 2. Business Incubator
 - a. Cornerstone Alliance**
 - b. Funding**
- 3. Communication Plan
 - a. Partnerships**
 - b. Brochure
 - c. Website

e. Project Committee(s) - N/A

i. Food Trucks Update

- 1. Minimum 3 to Launch (April) possibly bump to May if needed.
 - a. Evelyn Maes
 - b. Nola Roux
 - c. Don Chepe
 - d. El Amigo Pepe

- e. Prized Pig (South Bend)
- f. Cotton Gin Smokers
- g. Woodstock and Grill
- h. Sadler's Hot Dogs & Brats

2. Ashley- Make Munchie Monday Cards

7. Director's Report

- a. Business Incubator: Ashley spoke about the concept for the space in the old Hometown Video building. A lot of discussion and excitement.
- b. Grants
- c. City Funding: possible cannibas funds?

8. Unfinished Business

- a. Mark Weedon - Report on former DDA funds
 - i. \$183,000
 - 1. City Request
 - a. When
 - i. April 10
 - b. How much?
 - i. Cover Priorities
 - 2. Endowment
 - a. Save for a Later Date
 - b. Endowments
 - i. Michigan Gateway
 - ii. Berrien Community Foundation
 - iii. Hunter Foundation
 - b. Vote
 - c. Board Meeting MOVE TO APRIL 5th
 - i. 6:30pm RSJ

9. New Business

- a. Subcommittee Reorganization
 - i. Design → Placemaking (Arts and Culture)
 - 1. Meg, Peter, Annie, Jen, Tracy, {Emma}
 - a. Continues with projects
 - ii. Economic Vitality + Promotion + Organization → Economic Vitality
 - 1. Ulrike, Tony, Randy, Aaron, Dustin, John, Kathy, Monroe
 - a. Handles communication, strategy, partnerships, events, funding

Weeden made the motion to reorganize the structure of our committees as presented in the agenda. Tuite seconded. Unan vote

- b. New Meeting Time/Place
 - i. Library/DPW Board Room
 - ii. 7:30 am – Wednesdays

10. Communications - N/A

11. Adjournment at 8:46pm (Houser made motion, Weeden seconded. Unan vote)

Next Board Meeting: April 5th, 2023 at 6:30 pm at River Saint Joe

Attendance:

Guests: Jerry Flenar and Sean Denison

$\frac{\checkmark}{\checkmark}$ Dippo	$\frac{A}{A}$ Lemay	$\frac{\checkmark}{\checkmark}$ Virgil	---
$\frac{\checkmark}{\checkmark}$ Garry	$\frac{A}{A}$ McCarty	$\frac{\checkmark}{\checkmark}$ Weedon	---
$\frac{\checkmark}{\checkmark}$ Hendrixson	$\frac{\checkmark}{\checkmark}$ Shaver	$\frac{\checkmark}{\checkmark}$ Regal	---
$\frac{\checkmark}{\checkmark}$ Houser	$\frac{\checkmark}{\checkmark}$ Tuite	$\frac{\checkmark}{\checkmark}$	---

BUCHANAN DEVELOPMENT ORGANIZATION

BOARD OF DIRECTORS MEETING AGENDA

Wednesday February 15th, 2023

River St Joe / 6:30 pm

Participants:

Director: Ashley Regal

Board Members Present: Tony Houser, Anne Tuite, John Shaver, Tracy Dippo, Jen Garry, Monroe Lemay, Mark Weedon, Ulrike McCarty

Board Members Absent: Kathy Virgil, Randy Hendrixson

Committee Members: Peter Lysy

Special Guests: Beth Murphy

1. Call to Order-Meeting is called to order at 6:38 PM
2. Approval of Agenda-The agenda is approved as presented by Tuite, Seconded by Lemay. Unanimous
3. Approval of Minutes-The minutes for the January 18, 2023 meeting were approved as presented by Shaver, Seconded by Lemay. Unanimous
4. Review Financials-There are no financials for approval.
5. Board Memberships
 - a. Acceptance of New Board Members: A motion was made by Houser to accept the new board membership of Peter Lysy, seconded by Dippo. Unanimous
 - b. Acceptance of Board resignations/terminations: None
6. Standing Reports

a. ORGANIZATION

i. Strategic Partnerships/Fundraising

1. CURRENT

- a. BACC, MGCF, Library, BPS, City of Buchanan, DPM, Buchanan Chronicle, Buchanan Craft

2. TO PURSUE

- a. Attractions: Poti-Roti Art Center, Fernwood
- b. Non-Profits: Jerry Flenar, RAM, Life Action, Scarecrow Charities, Cornerstone Alliance, Lyla Grace, Senior Center
- c. Large Employers: LMC, SWMC, Andrews, Cannabis, Frame Products, FAPCO, RXO, AEP, Co-Alliance, Buchanan Meadows, Edgewater Man, Redbud Health and Fitness, Honor CU, United Federal CU, Country Heritage CU,
- d. Small Business: Joe Jilek State Farm, Padnos

Board Members volunteered to make an initial introduction to these entities, acting as ambassadors for LIVE BUCHANAN and suggesting a partnership in the future. No request for money, just gathering contact info at this time.

b. PROMOTION

- i. Heritage Dinner- Set for Saturday October 14. A dinner/dance, starting this with manageable expectations. Period Clothing with awards, utilize historic photos of previous celebrations in Buchanan. Still reviewing funding the event: Ticketed with discount for pre-purchase, full price at the gate? Location- Discussed the west lawn of Pears Mill (Oak Street side) Food vendors? Beer vendors?) Ashley is exploring live music options. Logistics were discussed including bathrooms, traffic control, promotion, etc.
- ii. Website Progress- Ongoing
- iii. Communication Plan-
 1. Private Facebook Group for Downtown Stakeholders- This page has gon live and as of the meeting had 43 members.

c. DESIGN

- i. Main Steet Map and Business Inventory- Jen presented an update including a new MMS Use map.
- ii. Communication Board- Ashley and Monroe will find out Friday if we received the grant from the MGCF
- iii. Sign Progress- Gathering material and pricing information from Sean Denison and discussing placement options.
- iv. Days Ave- Ashley also awaiting notification from MGCF on whether we received the grant to install outdoor string lights and artwork along Days Ave. Design Committee has begun research into fastener systems for the 6 large panels on the east side of BDL, as well as sources for artwork.
- v. Desenberg Alley- MGCU wants to dedicate the alley to Desenbergs who were one of the (4) founding organizers of the community foundation.
- vi. Attractions Map- Emma Lysy has been working on an attractions map to use in downtown promotion pieces, the sketch was circulated and the board and discussed.

d. ECONOMIC VITALITY

- i. Budget Status- Ashley and John worked on draft, still ongoing. Will be entering Heritage Dinner figures as they become available. Next meeting will include a discussion of local business memberships levels.
- ii. Downtown Endowment- Mark committed to gathering more information on the status of the DDA funds, ie where are they, what is the figure\$, and how have they been designated to report to the board next month.

e. PROJECT COMMITTEE

Food Trucks- Ashley will go before the commission asking for a new fee schedule for food trucks next week. Board discussed options including which days to host food trucks, how soon to start, where to locate, how to promote, etc.

Houser made a motion to authorize Regal to advance the food truck conversation.
Seconded by Tuite. Unanimous

7. DIRECTOR'S REPORT

- a. Business Incubator- Following discussion with the owners of the corner property on Front and Days (Rowlands) Ashley is developing plans to utilize the Front street ground floor showroom (formerly Hometown Video) for use as a small business incubator, specifically retail and food products. The hope is the Library would also be able to foster tech and service related business when they flesh out their plans for the use of upper space in BDL. Discussion followed on various ways to mentor start-ups in that space. Board discussed logistics like pricing, space arrangement, expectations for participants, etc. Rowlands anticipate the space to be ready for occupancy in August?

Houser made a motion to grant Ashley full administrative power to explore the concept and move forward. Wheeden seconded. Unanimous.

- b. Milestones- See chart attached. Ashley presented a timeline of accomplishments to the board.

8. UNFINISHED BUSINESS- N/A

9. NEW BUSINESS-

- i. 4/20 event was briefly discussed and suggestions were made to improve over last year's event, inc port-a-pottys, more trash receptacles, traffic control, get the word out to business owners in case they want to take advantage of increased visitors that day.

10. COMMUNICATIONS- N/A

11. Adjournment- 8:45 pm