



**Board Meeting
February 02, 2016
Community Development**

Present: Mike Cannon (Secretary), Scott Trotter (President), Vikky Ross (Treasurer), Beege Johnson (Vice President), Michelle Witthaus, Kaeli Dry, Joe Stroehmier, Wendy Price

Not Present: Wayne Hollingshead

Excused: Angela Van Tassel

Staff: Courtney Kramer (Executive Director)

Scott brought the meeting to order at 4:02 pm

Lewiston Farmers Market Presentation

Farmers Market Coordinator Amanda Gill made a presentation for the Lewiston Farmers Market proposed changes. Market is currently located in the D street parking lot. The Market was paired with Sound Downtown in 2012. Time of day and the day are obstacles for vendors and attendees of the market. It's been well received having a staff member on board. Vendor survey, we had 29 separate vendors but only 6 'die hard' vendors that were at the market throughout the season. The survey requested more food vendors. Rapid Market Assessment from the U of I extension (dot survey). 52% of people that took the survey are from Lewiston. 15% said they would like to see more food vendors. Proposed changes is to move the market to Friday evenings, combine with Sound Downtown, move market one block west (Tribune parking Lot), rebrand the market to remove 'farmers' from the title, invest more in marketing, and beautify the location. New site west of Image Design building could potentially include a mural, stage, power from existing building, painting the parking lot, adding green space. Alexa from the Library suggested that we could close off the section of 5th Street, since that is the area that is most shaded in the evenings. Nathan Alford (Tribune) is very excited about it, but a little wary about shutting parking down by noon. June 3-September 30. Beege suggested that Friday evenings are very well for events. Pruitt Hospitality currently owns the property to the north of Image Design. In order to use the library public bathrooms, we would have to provide some funds for someone to man the library and clean on Saturday mornings. The board approved the change to Friday night. Adding additional artisan vendors is approved by the board as well.



Presented and reviewed minutes from the January board meeting. Approved as presented.

Vikky presented the finance report.

Vikky – Mostly just price is right funding. Funding for tickets and things are rolling in on that. Basic payroll and office lease. February, will do the billing for first quarter which includes City of Lewiston contribution of 15,000 (50%). 2015 Budget overlook. Came in with net profit of 9,400 for 2015. We had a few new members last year but lost a few members as well (Port of Lewiston, Headmasters). Port cut most of their community programs. Courtney will go to the port to do a presentation in April for membership recruitment. We did have 750 sponsorship dispute from Sutton salvage for LHAN. Owner said that Pacific Empire Radio and BDL did not communicate that the \$750 was NOT included with his additional sponsorship from the radio station. Vikky suggested that rather than taking Sutton Salvage to small claims court and damage our relationship that we forgive the 750. Motion was made to forgive the 750 dollars from Sutton Salvage sponsorship. Motion was seconded and approved.

Finances approved as presented.

Executive Director Report

Courtney quickly briefed the board on her report.

Committee Reports

Promotions – We met last Friday. Vikky will come and visit to talk about Pub Crawl. Saturday March 12. Beege will also communicate the changes with the Market to the promotions committee members. Need to start looking at bands. Beege has also started planning Hometown Pep Rally.

Economic Vitality – Decided to do a ‘developing downtown’ workshop involving Planning and Zoning. Guest speakers include Mark Alexander, CKA, Nikky and Vikky and the workshop is scheduled for March 8. Tentative date for Loft tour is October 13. Garry Bush is now attending committee meetings. He thinks there is room to promote more tourism for downtown, including how we can make a better experience for tourist on the boat tours. Developing a BDL application and a three ring binder for local hotels to place in each hotel room would be a good opportunity. Courtney added vacant lots to our survey of vacant properties.



Design – F Street Rebuild. Courtney is suggesting that we use some media trade to help businesses that will be disrupted by the construction of their space. Moving forward with the Normal Hill ‘Walk Signs’.

Organization – Friday April 8 is the date for the next confluence dinner, considering Neo Cafe as a location for the dinner. Talking about an event called the Amazing Place, based on the tv show the amazing race. Event is being talked about for April of 2017. Talked about political advocacy and the Friends of Downtown. If we know of any city officials that would like to purchase tickets to PIR, please ask.

Old Business

Planning for Vault Project. Planning for vaults project. Will table this topic to the march board meeting

2016 Partner Dues. Proposed Changes. Courtneys understanding that dues have never been increased during BDL’s existence. It is quite a bit of paperwork to increase dues and Courtney’s opinion is if you are going to increase dues, ask for a big junk at one time. Recommending a 20% dues increase at this time. Vikky suggested that when a letter is submitted to our membership that we only add a dollar amount. A motion was made to increase membership dues 20% for key and business members only for 2016. Motion was seconded and approved.

Assign Blog post Writing. Walkability blog by Mike Cannon by March 31. 10 things to do downtown due April 30.

New Business

Events and promotions coordinator. Courtney spent time looking at BDLs resources and media. A couple board members have said we need an additional staff member. Events average out to 20 hours a week (could be a low number). The data indicates we have the workload but the budget we will stretch. Beege discussed that in our last exec committee meeting, we discussed that the increase in dues and membership would help to adjust our budget. Courtney suggested that this could be a good year to add an additional part time staff person due to her maternity leave. Vikky has also looked at doing a part time paid staff rather than a 1099 contract service employee. Courtney suggested that it would be nice to have someone always in the office. That could be a good selling point with the membership. An idea was to draft a job description and advertise the position to see how an applicant’s schedule will work with the position. Motion to create a job description and hiring timeline to present to the board at a later date. Seconded and approved as presented.

BDL on City Council work session for March 7. Courtney to talk about the new Market coordination and will see if Amanda can tag along.



Media Trade Budget. See above

Acknowledgment of grant application to the national trust for historic preservation on behalf of the liberty theater preservation alliance.

For the Good of the Order

Beege let the board know that he will be running for Nez Perce County Commissioner this year.

Scott suggested that we look into some additional board members to fill our seats!

Adjourned at 5:37 pm