

# DOWNTOWN *Divas*

## MINUTES: Special Meeting

### *Crescent City Downtown Divas Board of Directors Meeting* Pacific Northwest Physical Therapy 225 I Street ~ Crescent City, California 955331

Monday, October 23, 2017 6:15 PM

**Call to Order** President Gavin-Tygart called the meeting to order at 6:30 PM

**Roll Call** The following board members were present:

President Gavin-Tygart  
Vice President McDonald  
Treasurer M. Kime  
Member H. Kime  
Member Johnston  
Member Clinton

**ACKNOWLEDGEMENTS** None.

### **CONSENT CALENDAR**

On a motion by Member H. Kime, seconded by Vice President McDonald, and unanimously carried, the board approved the September 7, 2017 special meeting minutes and the September 11, 2017 meeting minutes.

### **REPORTS/PRESENTATIONS**

Treasurer M. Kime presented the financial report, the current balance as of 9/30/2017: \$5642.10. There was discussion regarding the format of financial reports which would include a clear breakdown of income and expenses for each event, by date. There was discussion regarding inventory reports. (Glasses left in inventory: 80)

**PUBLIC COMMENT PERIOD:** None

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## OLD BUSINESS

### 1. **Farmers Market:**

#### (a). Follow up:

- i). Market Match Visit, October 4th went very well. Update that the maximum ebt/market match transaction per customer per day is \$30.
- ii). Market house door painting still a work in progress
- iii). Market house signs completed

### 2. **LFD**

#### (a). Recap October 6th

- i). Recap from October 6th from Diva in charge. Vice President McDonald stated that because she had a lot of help, everything went smoothly with set-up and break-down.
- ii). Treasurer M. Kime and President Gavin-Tygart are continuing to work on the final financial numbers for Blues, Brews & Cruise and LFD.
- iii). Discussed how to improve communication with business partners in the future and how to address issues that arose from October Sea Cruise/Show & Shine/LFD event.
- iv). President Gavin-Tygart working on a draft to present to the City regarding future road and parking lot closures for events.

#### (b). Planning November LFD

- i). Discussed artists, musicians, children's activities, and businesses confirmed to date.
- ii). Discussed reaching out to downtown businesses again as we go into the winter/holiday season. We need to make sure each business is being contacted and included.
- iii). Scheduled final planning meeting for Monday 10/30/17 at 5:30PM

#### (c). December LFD

- i). Christmas parade. Held initial planning meeting with Christmas partners, Rose Peasley, Ana Potter and Shane Pipinos-Gausepohl to plan event and assign duties/responsibilities.
- ii). Vice President McDonald will head up additional committee for Christmas to assist in coordination with partners. Member Clinton and Vice President McDonald will work together to coordinate between LFD, parade, and other partnering.
  1. Ana Potter is working with City for downtown decor
  2. Vice President McDonald will head up decorating efforts for Dalys/LFD.

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### 3. Board Business

(a). Conflict of Interest. Some discussion regarding review of Conflict of Interest Policy. It was determined it is too lengthy for our purposes and that each member should review and highlight what should be included. President Gavin-Tygart will gather from board members and consolidate to 2 or 3 pages. A draft will be presented and once agreed on by the board, will be reviewed by legal counsel

### NEW BUSINESS

#### 4. LFD

(a). Printing 2018 updated Poster and Rack Cards was discussed. Determine quantity for one large print for distribution in January 2018. Be prepared at January annual meeting to finalize quantity, distribution location list and plan for re-distribution throughout the year.

(b). Look at adjustments to rack card map at annual meeting prior to reprint of rack cards.

#### 2. Other.

President Gavin-Tygart to send "thinking of you" card to Beach Bumz Cantina family due to illness/surgery.

President Gavin-Tygart working on end of year survey and thank you cards for Farmers Market Vendors.

Discussed holding a reception in February for LFD artists, musicians and vendors.

### ADJOURNMENT

Being no further business before the board , the meeting was adjourned at 8:00 PM.

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Respectfully submitted, President Gavin-Tygart November 13, 2017