

DOWNTOWN *Divas*

MINUTES

Crescent City Downtown Divas Board of Directors Meeting Pacific Northwest Physical Therapy 225 I Street ~ Crescent City, California 95531

Thursday, August 10, 2017 6:00 PM

Call to Order President Gavin-Tygart called the meeting to order at 6:09 PM

Roll Call The following board members were present:

President Gavin-Tygart

Treasurer M. Kime

Member H. Kime

Member Johnston

Member Clinton

Absent: Vice President McDonald

ACKNOWLEDGEMENTS None.

CONSENT CALENDAR Minutes, July 10, 2017

On a motion by Treasurer M. Kime, seconded by Member Johnston, and unanimously carried, the Downtown Divas approved the June 10, 2017 meeting minutes.

A draft of the minutes will be sent out via email to be used during the month. These will not be the final minutes but are to be used as a reference.

REPORTS/PRESENTATIONS Treasurer M. Kime presented financial report, the current balance as of 7/31/17: \$6429.20.

PUBLIC COMMENT PERIOD: None

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OLD BUSINESS

1. **Farmers Market:**

(a) Follow up:

i) Reschedule FM Meeting and walk-thru: opening & closing, etc

We still need to schedule a walk-thru reviewing opening and closing procedures. President Gavin-Tygart will email possible dates to schedule the walk-thru.

ii) FM Open & Closing Checklist

Vice President McDonald working on a written checklist of procedures

iii) Paint door, numbers and roots

Member H. Kime is purchasing a piece of equipment to expedite the number painting

iv) Market Invite:

The invite to downtown businesses are ready to be distributed. Personal contact while handing them out is preferred. Member H. Kime reported some have been handed out and she will continue to distribute

v) PR

President Gavin-Tygart reported we are scheduled this month on both radio stations.

vi) Market House signage

President Gavin-Tygart reported that sign should be finished soon.

NEW BUSINESS

2. **Del Norte Child Care Council request**

Melodee Fugate - Executive Director of Del Norte Child Care Council spoke to the board requesting the Downtown Divas to emcee the event, Rockin' at the Fairgrounds, Saturday, September 16th. She presented:

- Saturday, 9/16/17, 1PM to 6:30PM
- This would be an opportunity for us to promote our events
- Our booth would be placed up front and center
- The event will be held at the outdoor area of the fairgrounds
- The Divas families are welcome as guests
- DNCCC will provide us with talking points, announcements, etc.
- Downtown Divas logo will be included on promotional posters and other materials
- The Divas would be able to sell as vendors at the event
- Prices for the event: \$12 adults, \$6 children 7 to 17, free for under 7. Family pass \$30

On a motion by Member H. Kime, seconded by Treasurer M. Kime, and unanimously carried, the Downtown Divas voted to emcee Rockin' 2017.

3. **Board Business - Conflict of Interest**

President Gavin-Tygart discussed how we would continue to work through important board documents each month and distributed a draft Conflict of Interest with instructions for the board members to review and be prepared to discuss at the September Board Meeting.



4. Finance

President Gavin-Tygart presented updated financial procedures:

- (a) Reimbursement of expenses. A *Reimbursement Form* is to be completed, attached with invoice and given to President or Vice President for approval prior to payment.

- (b). Invoices must be approved by President or Vice President and attached to checks when presented for signatures.

On a motion by Member Clinton, a second by Member H. Kim, and unanimously carried, the Downtown Divas voted to adopt two finance practices.

5. LFD

(a) Recap August LFD

Update procedures that only one bottle of white and one bottle of red wine are open at a time to avoid waste.

- i) Implement use of accordion file to organize Divas Dollars that are turned in for reimbursement. One for each beer vendor and a third for food vendors
- ii) Provide containers to POP and SQ for beer tickets and the Diva in charge of the Diva tent is to gather the containers up at the end of the night.
- iii) Make sure wine tickets are going into a dedicated envelope for accounting.
- iv) Member Clinton will develop a LFD checklist for the Diva in charge at the tent.
- v) Only need one till and one volunteer at the Diva tent for alcohol sales. The Diva can help out when needed with ID checks, wristbands, etc.
- vi) Need a law enforcement plan for emergencies. Member H. Kime to meet with Chief Minsal to discuss a plan for having a direct number to law enforcement on duty.

(b) Anniversary LFD - September 1st

Member Clinton presented ideas for creating a fun, festive Anniversary Celebration, including:

- Pink and black balloons, streamers, etc. to decorate the Daly's window prior to event, and taking the balloons out to the event day of.
- Downtown Diva personalized Wine Glasses. With purchase of wine and/or as a prize for adult scavenger hunt.
- Diva gear/hoodies
- Adult scavenger hunt with prizes
- Other?

After discussion:

1. President Gavin-Tygart will obtain selection and pricing for silicone stemless wine glass with Downtown Diva logo and report back.
2. Treasurer M. Kime will present Hoodie designs and pricing for Men's and Women's hoodies.
3. Member Clinton will schedule planning meeting to finalize September LFD.

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Grills Gone Wild

Member Clinton reported it is a two-day event, Saturday Noon to 6, Sunday Noon to 4. Concerns about leaving the Diva tent in the park overnight. Member Clinton will check with Chamber about security in the park Saturday night. Planning for logistics will be included at September LFD planning meeting.

October LFD - Sea Cruise

- LFD will be from 4PM to 6PM during Show 'n Shine
- We will use the far West side of the clock parking lot and the walkway leading to the Plaza
- Only necessary to have one band.
- President Gavin-Tygart and Member Clinton will meet with Jeff Parmer to work out details of wine and beer sales.
- Show 'n Shine - 4 to 6PM
- Cruise - 6 to 8 PM
- Blues, Brews and Cruise: 6 to 9PM

6. Farmers Market

We need to be diligent in documenting EBT and market match.

It may be necessary to purchase Excel in order for Treasurer M. Kime to complete Market Match Report. On a motion by President Gavin-Tygart, a second by Member Clinton, and passed unanimously, the Downtown Divas approved spending \$100 to purchase Excel if needed.

7. CASA

The Downtown Divas received an invitation to the CASA dinner and silent auction to be held September 9th. Due to the price of the tickets (\$75 each), it was decided we would not attend. We will offer to donate a raffle prize.

BOARD UPDATES

President Gavin-Tygart is checking into adding contents coverage to our insurance policy. Will report back with premium information. President Gavin-Tygart and Treasurer M. Kime to start an inventory and value list.

ADJOURNMENT

Being no further business before the board , the meeting was adjourned at 8:01 PM.

Respectfully submitted, President Gavin-Tygart
September 11, 2017