

DOWNTOWN *Divas*

MINUTES

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

Monday, September 11, 2017 6:00 PM

Call to Order President Gavin-Tygart called the meeting to order at 6:02 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 Minutes, August 10, 2017

On a motion by member H. Kime, seconded by Treasurer M. Kime, and unanimously carried, the board approved the August 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 8/31/17: \$5474.70.

President Gavin-Tygart suggested that board members, individually, spend time reviewing the financial reports when the board packet is sent out and come prepared with questions or concerns for Treasurer Kime.

President Gavin-Tygart presented a breakdown for LFD with expenses and income, and net profit clearly outlined.

Reviewing the LFD breakdown, is a good reminder of how important it is to review expense vs. income on a regular basis.

Discussed income by event and whether to prorate expense each month within each event to give an exact monthly accounting for profit.



PUBLIC COMMENT PERIOD: None

OLD BUSINESS

1. Farmers Market:

(a) Follow up:

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

President Gavin-Tygart thanked board members for attending the FM walk thru and gave instruction on the barricades.

ii) Paint door, numbers and roots

Member H. Kime reported that the market House door has been sanded and is ready for paint. Also still working on painting the space numbers.

iii) Market House sign

President Gavin-Tygart reported that the Manager sign is completed, waiting for the FM finished sign this week.

2. LFD:

(a) Recap September LFD

i) Cristinas/Juanitas: Cristina voiced concern about placing Juanita's in close proximity.

Discussed placing Juanita's on H in front of Chase Bank during Show & Shine.

ii) Diva in Charge feedback: Member H. Kime gave a brief recap:

1. Laminated the checklist. (the checklist is having minor updates, including amount of wine pour)

2. Member H. Kime thinks the D.I.C. needs help for set-up and take-down

3. Suggested weights for the tent

4. A good supply of all items need to be in the case, checked and double-checked

5. Discussed the D.I.C. must stay at the tent during the event and using "runners" if necessary.

6. It was agreed everyone will have their Walkie-talkies charged, and on their person during the event. We will use them for communication.

7. Refer any questions to the related Diva, ie: food/beverage questions/concerns to President Gavin-Tygart, artisan questions to Vice President McDonald, etc.

iii.) On a motion made by President Gavin-Tygart, seconded by Member H. Kime, and carried unanimously, Treasurer M. Kime will be reimbursed for wine purchased at September LFD.

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3. BOARD BUSINESS:

(a). Conflict of Interest - continued to October BOD meeting

(b). Spending - President Gavin-Tygart cautioned about spending and feels we need to keep an eye on the net profit before approving any unnecessary expenses at this time

NEW BUSINESS



4. LFD.

(a). October 6th Sea Cruise

- i) Member Clinton will meet with M. Fugate/DNCCC to see how they see partnership with Sea Cruise LFD
- ii) Downtown Divas are coordinating Friday and Saturday events and will schedule a meeting dedicated to October LFD; Blues, Brews & Cruise, and Sea Cruise car show.

(b) November

- i) Plan for inside with Fall theme/photo op
- ii) Contact businesses again as we go back inside for the winter and encourage them to schedule their own artists and musicians. President Gavin-Tygart can draft a letter that each Diva can use to reach out to the business contacts.
- iii) Diva tent set up in the Daly's window

(c). December

- i) Set up separate committee and reach out to partners:
 - 1. Lezlie Duncan - President Gavin-Tygart
 - 2. Rose Peasley - VP McDonald
 - 3. Anna Potter and Paula Magarino - Member H. Kime

- ii) Schedule partner meeting either October 10th or 12th at 5:45PM

(d). LFD Map- discussed for Rachel Patterson. Member Clinton will reach out to Rachel and get an idea of the number of hours spent before an amount of payment can be determined.

(e) Other - VP McDonald commented on the value of the Anniversary invites and asked if we could do each month. President Gavin-Tygart reminded her that was what we had invested with our rack cards.

5. Farmers Market:

(a) There will be a site visit from Market Match partners on 10/4. Will visit the market and may want to see our reports and/or reporting methods. Need to be prepared to answer questions and supply information as needed.

(b). President Gavin-Tygart and Treasurer M. Kime reported on how critical the accurate documentation of EBT and market match is.



(c). Will need to purchase more EBT tokens before next year's season

(d) If Diva dollars are redeemed FM, they should be recorded to LFD.

BOARD UPDATES

ADJOURNMENT

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

Respectfully submitted, President Gavin-Tygart
October 23, 2017