



## MINUTES

# *Crescent City Downtown Divas Board of Directors Meeting*

**6 Degrees of Celebration 783 3rd Street ~ Crescent City, California 95531**

The Crescent City Downtown Divas are a grassroots 501 © 3 nonprofit organization, sharing a vision about our Downtown. We are committed to building a positive force by promoting our Downtown as a vibrant destination for residents and visitors to gather, shop, work and enjoy. The Crescent City Downtown Divas have taken on the task of re-energizing and revitalizing Downtown Crescent City through beautification projects, long term improvements, and Community Family events, such as Live from Downtown: it's First Friday and our Downtown Crescent City Farmers & Artisans Market.

**Monday, October 8, 2018 5:45 PM**

**Call to Order** President Gavin-Tygart called the meeting to order at 5:46PM

### **Roll Call**

- |                          |                           |
|--------------------------|---------------------------|
| ★ President Gavin-Tygart | ★ Secretary Clinton       |
| ★ V. President McDonald  | ★ Member Johnston         |
| ★ Treasurer M. Kime      | ★ Member H. Kime - ABSENT |

### **CHANGES TO THE AGENDA**

A change was made to the Agenda adding item Diva Dash under OLD BUSINESS.

### **CONSENT CALENDAR**

On a motion by Treasurer M. Kime, seconded by Member Johnston, and unanimously carried, the board approved the regular meeting minutes of September 14, 2018.

### **REPORTS/PRESENTATIONS (5 minutes each)**

**Board Meeting Format:** President Gavin Tygart, continuing the discussion on a change to Board Meetings announced the change will be as follows:

Traditional meeting every other month which will be kept to 1 hour and held on a Friday morning at 8:15AM at 6 Degrees of Celebration.

Alternating every other month will be a strategic planning meeting. This meeting will be held in the evening with an approximate 2 hour time frame.

This format can be evaluated and adjusted as appropriate.

**Financial Report:** Treasurer M. Kime, August 30, 2018, ending balance \$11,284.84



**LFD Report:** Secretary Clinton reported on the LFD planning meeting held October 5th. During the winter months the focus is to move customers throughout Downtown to all participating business through raffles, scavenger hunts, etc. There is a new Business Partner Letter outlining the objective, which should be delivered in person to Downtown locations and followed up on. All board members are to make a concentrated effort to reach out to Downtown contacts and others. October LFD's Nautical theme and Community Chowder Feast will include a list of participating locations with an opportunity to enter a raffle along with a list of chowder locations with an opportunity to vote for a favorite. Member S. Johnston and VP McDonald will coordinate the raffle. President Gavin-Tygart and Secretary Clinton will develop the handout.

**FM Report:** President Gavin-Tygart reported that we have received from Market Match, a Tablet for use with the Square Pay System. President Gavin-Tygart presented a Market Match report. It is important to know what is given out in EBT each and what is returned. At this time the returned EBT is less than what has been given out so there is still some out that hasn't been used.

This year the last market day falls on Halloween. Working on a plan which will depend on weather.

## OLD BUSINESS

### 1. **Board Business: Discussion and possible approval.**

#### (a) Downtown Public Restrooms.

President Gavin-Tygart will be meeting with City Manager, Eric Weir for a plan and budget.

Treasurer M. Kime will deliver report on the average annual income for LFD to help establish the percentage to contribute to the restroom fundraising. Agendize for November 16th Board Meeting to finalize percentage of LFD funds to go to restroom project.

Member H. Kime has the thermometer for public display to demonstrate fundraising efforts. Thermometer needs to be finalized and on display at all events.

(b) HWY 101 South Banner. Treasurer Kime received and reported on quotes. It was difficult to get bids locally due to the inability to provide wine holes in the banners. After discussion, and on a motion made by Secretary Clinton, seconded by President Gavin-Tygart and unanimously carried, the Board will purchase from Custom DeZign Graphics two (2) back to back 41"x50' banners for \$780.00 plus tax. The Banners are rated for 3 years and will include wind holes. Treasurer M. Kime will work on wording options that will be clear to read and present drafts to the board for approval. Wording will include: Downtown shopping, Farmers Market, First Friday Music & Art, and/or combinations thereof.

#### (c) Chills 6.0

##### (i) Sponsors

PNWPT and 6 Degrees of Celebration

##### (ii) Ticket Sales

Each Board Member received and is expected to sell 15 tickets.



- (c) Chills 6.0 - continued
  - (iii) Decor
 

President Gavin-Tygart has decorating plan and assigned VP McDonald to work with Ace Hardware to get donation of fencing and cinder blocks. Also need Manzanita sticks. Member Johnston has access and will bring. Meet at VFW Hall Friday 10/19 evening to decorate.
  - (iv) Poster Distribution
 

All Board Members are to saturate the community with posters, post on FB, and otherwise PROMOTE.
  - (v) Bar
 

Secretary Clinton will receive liquor list from Danielle Wheeler and purchase liquor for the event. LFD Wine inventory will be used.
  - (vi.) Security
 

Secretary Clinton will reach out to Ham Radio Club to see if they will volunteer. Security time 8:45PM to 12:45AM. If not volunteer, offer \$100 donation to the club.
- (d) Purchase Request Tablet: Secretary Clinton
 

President Gavin-Tygart reported that we have received from Market Match, a Tablet for use with the Square Pay System.
- (e) Beautification: Board Member H. Kime. Tabled.
- (f) Retreat options: President Gavin-Tygart continues to work on location options for January annual retreat. Suggestion to look at locations in Applegate/Jacksonville.
- (g) Diva Dash - Secretary Clinton and VP McDonald will research community calendar/events to determine a good time/date without conflicts to schedule the Divas Dash for next year.

**NEW BUSINESS**

**2. Board Business: Discussion and possible approval.**

On a motion by VP C. McDonald, seconded by Treasurer M. Kime, and unanimously carried, the board will purchase two wine preservers for not more than \$75.00.

**PUBLIC COMMENT PERIOD: Public comment is limited to three (3) minutes.**

**ADJOURNMENT**

Being no further business before the board the meeting was adjourned at 6:58PM.

**Meetings**

**Board Meetings 2018**  
November 12 - 8:15 AM  
December 10 - 5:45 PM

**LFD: it's FFI 2018**  
November 2  
December 6

**Wine & Whine**  
October 25 - Sydney  
No November  
December 27? -

**LFD Meetings:**  
October 12 8:15 am

**Other Events/Meetings:**  
Chills: October 20  
Retreat: January 4/5/6  
-2019

**Farmers Market 2018**  
Last Day October 31