

BUCHANAN DEVELOPMENT ORGANIZATION
BOARD OF DIRECTORS MEETING AGENDA
Wednesday March 15, 2023
River Saint Joe | 6:30 p.m.

1. Call to Order
2. Approval of Agenda – March 15, 2023
3. Approval of Minutes – February 15, 2023
4. Review Financials - N/A
5. Board Membership
 - a. Acceptance of New Members – None
 - b. Acceptance of Member Terminations– None
6. Standing Reports (**Limited to 10 min**)
 - a. Organization
 - i. Strategic Partnerships/Fundraising**
 1. Monroe: Roti Roti Art Center, Senior Center, FAPCO, Buchanan Meadows,
 2. Tracy: Fernwood, Statefarm - Joe Jilek
 3. Annie: Jerry Flenar
 4. Tony: Lyla Grace, Cannabis Employers
 5. Ashley: Andrews University, LMC, SWMC, Greater Niles Chamber
 6. Mark: RXO
 7. Ulrike: Redbud Health, Honor Credit Union
 - b. Promotion
 - i. Heritage Dinner
 1. Bands
 2. Postponed for 2023
 - ii. Communication Plan
 1. Private Facebook Group for DowntownStakeholders
 2. Website
 3. Events
 - a. Volunteer at Thrill on the Hill
 - b. Beer Garden Vendors?
 4. Stakeholder Event
 - a. April 25th 6pm-8pm**
 5. June Meeting with Leigh
 - a. June 7 - Wednesday
 - b. June 5 - Monday
 - c. Design
 - i. Communication Board
 1. Main St Message Board (60"x42")
 - a. Redbud Hardware - First Sponsor
 - ii. US 12 Sign

- iii. Days Ave
 - 1. Public Art Installation on Library
 - iv. Desenberg Alley
 - 1. Mural
 - v. Attractions Map
 - d. Economic Vitality
 - i. Budget
 - ii. Priorities
 - 1. Design Projects
 - a. Days Ave
 - 2. Business Incubator
 - a. Cornerstone Alliance
 - b. Funding
 - 3. Communication Plan
 - a. Partnerships
 - b. Brochure
 - c. Website
 - e. Project Committee(s) - N/A
 - i. Food Trucks Update
 - 1. Minimum 3 to Launch (April)
- 7. Director's Report
 - a. Business Incubator
 - b. Grants
 - c. City Funding
- 8. Unfinished Business
 - a. Mark Weedon - Report on former DDA funds
 - b. Endowment
 - c. Vote
- 9. New Business
 - a. Subcommittee Reorganization
 - i. Design → Placemaking (Arts and Culture)
 - 1. Meg, Peter, Annie, Jen, Tracy, {Emma}
 - a. Continues with projects
 - ii. Economic Vitality + Promotion + Organization → Economic Vitality
 - 1. Ulrike, Tony, Randy, Aaron, Dustin, John, Kathy, Monroe
 - a. Handles communication, strategy, partnerships, events, funding
- 10. Communications - N/A
- 11. Adjournment

Next Board Meeting: April 5th, 2023 at 6:30 pm at River Saint Joe

Attendance:

___ Dippo	___ Lemay	___ Virgil	___
___ Garry	___ McCarty	___ Weedon	___

— Hendrixson
— Houser

— Shaver
— Tuite

— Regal

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BUCHANAN DEVELOPMENT ORGANIZATION

BOARD OF DIRECTORS MEETING AGENDA

Wednesday February 15th, 2023

River St Joe / 6:30 pm

Participants:

Director: Ashley Regal

Board Members Present: Tony Houser, Anne Tuite, John Shaver, Tracy Dippo, Jen Garry, Monroe Lemay, Mark Weedon, Ulrike McCarty

Board Members Absent: Kathy Virgil, Randy Hendrixson

Committee Members: Peter Lysy

Special Guests: Beth Murphy

1. Call to Order-Meeting is called to order at 6:38 PM
2. Approval of Agenda-The agenda is approved as presented by Tuite, Seconded by Lemay. Unanimous
3. Approval of Minutes-The minutes for the January 18, 2023 meeting were approved as presented by Shaver, Seconded by Lemay. Unanimous
4. Review Financials-There are no financials for approval.
5. Board Memberships
 - a. Acceptance of New Board Members: A motion was made by Houser to accept the new board membership of Peter Lysy, seconded by Dippo. Unanimous
 - b. Acceptance of Board resignations/terminations: None
6. Standing Reports

a. ORGANIZATION

i. Strategic Partnerships/Fundraising

1. CURRENT

- a. BACC, MGCF, Library, BPS, City of Buchanan, DPM, Buchanan Chronicle, Buchanan Craft

2. TO PURSUE

- a. Attractions: Poti-Roti Art Center, Fernwood
- b. Non-Profits: Jerry Flenar, RAM, Life Action, Scarecrow Charities, Cornerstone Alliance, Lyla Grace, Senior Center
- c. Large Employers: LMC, SWMC, Andrews, Cannabis, Frame Products, FAPCO, RXO, AEP, Co-Alliance, Buchanan Meadows, Edgewater Man, Redbud Health and Fitness, Honor CU, United Federal CU, Country Heritage CU,
- d. Small Business: Joe Jilek State Farm, Padnos

Board Members volunteered to make an initial introduction to these entities, acting as ambassadors for LIVE BUCHANAN and suggesting a partnership in the future. No request for money, just gathering contact info at this time.

b. PROMOTION

- i. Heritage Dinner- Set for Saturday October 14. A dinner/dance, starting this with manageable expectations. Period Clothing with awards, utilize historic photos of previous celebrations in Buchanan. Still reviewing funding the event: Ticketed with discount for pre-purchase, full price at the gate? Location- Discussed the west lawn of Pears Mill (Oak Street side) Food vendors? Beer vendors?) Ashley is exploring live music options. Logistics were discussed including bathrooms, traffic control, promotion, etc.
- ii. Website Progress- Ongoing
- iii. Communication Plan-
 - 1. Private Facebook Group for Downtown Stakeholders- This page has gon live and as of the meeting had 43 members.

c. DESIGN

- i. Main Steet Map and Business Inventory- Jen presented an update including a new MMS Use map.
- ii. Communication Board- Ashley and Monroe will find out Friday if we received the grant from the MGCF
- iii. Sign Progress- Gathering material and pricing information from Sean Denison and discussing placement options.
- iv. Days Ave- Ashley also awaiting notification from MGCF on whether we received the grant to install outdoor string lights and artwork along Days Ave. Design Committee has begun research into fastener systems for the 6 large panels on the east side of BDL, as well as sources for artwork.
- v. Desenberg Alley- MGCU wants to dedicate the alley to Desenbergs who were one of the (4) founding organizers of the community foundation.
- vi. Attractions Map- Emma Lysy has been working on an attractions map to use in downtown promotion pieces, the sketch was circulated and the board and discussed.

d. ECONOMIC VITALITY

- i. Budget Status- Ashley and John worked on draft, still ongoing. Will be entering Heritage Dinner figures as they become available. Next meeting will include a discussion of local business memberships levels.
- ii. Downtown Endowment- Mark committed to gathering more information on the status of the DDA funds, ie where are they, what is the figure\$, and how have they been designated to report to the board next month.

e. PROJECT COMMITTEE

Food Trucks- Ashley will go before the commission asking for a new fee schedule for food trucks next week. Board discussed options including which days to host food trucks, how soon to start, where to locate, how to promote, etc.

Houser made a motion to authorize Regal to advance the food truck conversation.
Seconded by Tuite. Unanimous

7. DIRECTOR'S REPORT

- a. Business Incubator- Following discussion with the owners of the corner property on Front and Days (Rowlands) Ashley is developing plans to utilize the Front street ground floor showroom (formerly Hometown Video) for use as a small business incubator, specifically retail and food products. The hope is the Library would also be able to foster tech and service related business when they flesh out their plans for the use of upper space in BDL. Discussion followed on various ways to mentor start-ups in that space. Board discussed logistics like pricing, space arrangement, expectations for participants, etc. Rowlands anticipate the space to be ready for occupancy in August?

Houser made a motion to grant Ashley full administrative power to explore the concept and move forward. Wheeden seconded. Unanimous.

- b. Milestones- See chart attached. Ashley presented a timeline of accomplishments to the board.

8. UNFINISHED BUSINESS- N/A

9. NEW BUSINESS-

- i. 4/20 event was briefly discussed and suggestions were made to improve over last year's event, inc port-a-pottys, more trash receptacles, traffic control, get the word out to business owners in case they want to take advantage of increased visitors that day.

10. COMMUNICATIONS- N/A

11. Adjournment- 8:45 pm