

**BUCHANAN DEVELOPMENT ORGANIZATION**  
**BOARD OF DIRECTORS MEETING AGENDA**

Wednesday January 18, 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, Kathy Virgil, Mark Weedon

Board Members Absent: Ulrike McCarty, Randy Hendrixson

Committee Members: Peter Lysy, Aaron Paulis

1. Meeting is called to order at 6:40 PM
2. The agenda is approved as presented by Tuite, Second by Weedon. Unanimous
3. There are no minutes for approval.
4. There are no financials for approval.
5. Regal expresses Thanks to founding members of the board and committee members who have worked to make 2022 a success.
  - a. No new members
  - b. Shaver makes a motion to accept the resignation of Meg Paulette as a board member with note that she will remain on the Design Committee. Second by Dippo. Unanimous
6. At 6:46 PM Shaver makes the motion to adjourn as Founders Meeting and Called to Order as The BDO, second by Dippo. Unanimous

Open Vision Meeting at 6:48

**7. Standing Reports**

- a. ORGANIZATION
  - i. We are now a Nonprofit organization operating as Buchanan Development Organization Corporation. Once we receive the 501c3 designation we can open a bank account, list with the state and accept monies.
  - ii. POBox 108 at Buchanan Post Office. Ashley and Tony were issued keys.
- b. PROMOTION
  - i. Website Progress- Liz and Ashley have made great progress using Square Space to build BDO website. Hope to be live by next month. The City of Buchanan paid for domain name and registration fee for 2023.
  - ii. Communication Plan-
    1. Private Facebook Group for Downtown Stakeholders- This will be a tool used for intercommunication between business owners. Need to discuss who moderates and establish rules of decorum. First project is to create a survey. This tool will also be used to relay what we are doing.
- c. DESIGN
  - i. Sign Progress- asked Pam/Pam's Signs for a quote for billboard at corner of Redbud and US 12, she gave good info about billboard but ultimately decided it was outside her scope. Ashley has asked Sean/ American Signs for quote and he is speaking with Bertrand Township and MDOT about any requirements before finalizing details and costs.

- d. ECONOMIC VITALITY
  - i. Budget Status- dependent on details from entities below. John has created a rough draft and is waiting for decisions about events, CIA, director's salary funding, etc...
    - 1. Municipal Support
    - 2. Projects/Events/Grants/Sponsorships
- e. PROJECT COMMITTEE-N/A
- f. EVENTS
  - i. Vote on either Labor Day or Harvest (Jubilee) Festival- Both of these events have historic precedence. The City may want to take on Labor Day. After discussion we will pursue the Harvest/Jubilee Event for 2024. Ashley has reserved the Commons for 10/13/23 which is Homecoming Weekend and may be a good time for a "get our feet wet" on a smaller-scale event. A motion was made by Weeden and seconded by Tuite to allow Ashley to do further research into the Harvest Fest concept. Vote was Unanimous.
  - ii. Additional Members Needed for Events Committee.

## 8. DIRECTOR'S REPORT

- a. Visioning Exercise ( see Ashley's notes attached)
- b. First (Killer) Project -Communication Board. After discussion of several options, Houser made a motion to give Regal and Lemay permission to pursue a MGCF grant for a Community Communication Board, second by Shaver. Deadline is 2/1/23.
- c. First (Killer) Press Release-?
- d. Chamber Relationship- The BACC would like to partner with the BOD. There is ongoing discussion regarding board cross-seating.

## 9. UNFINISHED BUSINESS- N/A

## 10. NEW BUSINESS

- a.(re) Approval of By-Laws- A motion was made to approve the by-laws with the following amendment to Article 6/ Boards and Committees-Section 1:

Remove the strike through portion of this sentence: "the Promotion, Design, Organization and Economic Restructuring committees ~~shall consist of not less than three (3) members, and~~ shall have as chairperson a member of the Board of Directors of the program who shall be responsible for directing and coordinating the affairs of that committee.

Motion was made by Houser and seconded by Weeden. Unanimous

### b. Leadership Votes

- i. President: Tony Houser
- ii. Vice President: Ann Tuite
- iii. Treasurer: John Shaver
- iv. Secretary: Tracy Dipppo (alternate secretary-Jen Garry)

A motion was made by Houser to approve the entire slate as presented. Second by Weeden. Unanimous.

A motion was made by Houser to list all four officers as signers on BOD account checks as follows: Tony Houser, Ann Tuite, John Shaver and Tracy Dipppo. Seconded by Weeden. Vote was Unanimous.

A motion was made by Houser to require any two of the four leadership signatures on BOD bank account checks as follows: Tony Houser, Ann Tuite, John Shaver and Tracy Dippo. Seconded by Dippo. Vote was Unanimous.