

**BUCHANAN DEVELOPMENT ORGANIZATION**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Wednesday, October 18, 2023**  
**Buchanan Area Senior Center - Sunroom | 6:30 p.m.**

1. Call to Order: 6:38 pm
2. Approval of Agenda – October 18, 2023. Tuite makes motion to approve Agenda, Garry seconds, unan approval.
3. Public Comment - Agenda Items Only (3-Minute Limit) Visitor Molly Thornton thanks the BOD for having her.
4. Approval of Minutes –
  - a. September 20, 2023. Tuite makes a motion to approve Minutes with corrections to numeric formatting., Shaver seconds, unan approval.
5. Review Financials – Shaver reports that we have purchased Quick Books through Tech Soup for \$ 75.00/ year and Shaver and Regal have logins for both QB and banking. Our current balance is \$ 15,792.79. One expense allocated but not spent yet is the brick wrap for incubator exterior which will be \$5598.00 .

P Lysy moves to make the resolution that the Live Buchanan Board of Directors vote to remove John Shaver and Tony Houser as banking signatories from the Live Buchanan accounts at Honor Credit Union effective immediately. They request the addition of Tracy Dippo and Jen Garry as the signature members. Tuite seconds, and the board votes unanimously to approve the resolution.

P Lysy makes the motion, that the Live Buchanan Board of Directors vote to remove John Shaver and Tony Houser as banking signatories from the Live Buchanan accounts at Honor Credit Union effective immediately. They request the addition of Tracy Dippo and Jen Garry as the signature members. Tuite seconds, and the board votes unanimously to approve the motion.

6. Board Membership
  - a. Acceptance of New Members – Sean Denison: Shaver makes the motion to accept Denison as a new board member, Dippo seconds, unan approval.  
Emma Lysy: Tuite makes the motion to accept ELysy as new board member, Garry seconds, unan approval.
  - b. Acceptance of Member Terminations– Mark Weedon (City Commission position to be replaced by Sean Denison) Tuite makes motion to accept Weedon resignation, Dippo seconds, unan approval.  
Tony Houser (See Letter Below) PLysy makes the motion to accept Houser resignation with regret, Virgil seconds, unan approval.

Hello all,

I am writing today with a heavy heart. I have had some major changes in my life over the past weeks. The new Biz and some family health issues that need my full attention. That being said I regretfully have to resign my position at Live Buchanan (BDO). This group has accomplished so much in its short time. I could not be more proud of the work that has been done with this Board of Directors at the helm. Everyone can walk with here head held high at the accomplishments that have been made. Thank you for the hard work as I know everyone has a busy schedule and it is hard to make time to do volunteer work. This group has a lot to do with the application and I can not devote the time needed to make the

application work. I would be the guy in the group that did not do his part. You guys have your work cut out for you.

Ashley, Thank you for all the work and herding you have to do to make this happen. None of the good work that has been done could have been done without you herding cats! You are a saint, you will make this project work.

## 7. Standing Reports (**Limited to 10 min**)

### a. Organization

- i. Application – Deadline is Feb 2024, goal is to submit earlier for review.
- ii. Follow-Up Meeting with MEDC
  1. **November 20 - Teams Meeting** – Ask Leigh if there are legal services offered by MMS to review lease and vendor contracts?

### b. Promotion

- i. Grand Opening for Incubator –Grand Opening date chosen as Thursday Nov 16, 2023. Will look into drink sponsor.
- ii. Attractions Promotion – Looking at creating a Top Ten Attractions Map based on Emma’s map of Downtown.
- iii. 2024 Event – discuss at next meeting.

### c. Design

- i. Trail Signage – partnership with McCoy Creek Trail continues as the final measurements and details for markers are locked in. Need to add this to website.
- ii. US 12 Sign Update – ongoing attempts to work with MDOT to keep it where it is.
- iii. Historic Sign on 101 Days Ave- Design Committee approved the brick wrap exterior sign for Front Street Incubator sign. NASigns gave lowest bid.

### d. Economic Vitality

- i. Downtown Business Promotion
  1. Buchanan “Bucks” Board discussed other names for a coupon card sold to promote downtown businesses...Live and Buy Buchanan?

## 8. Director's Report

- a. Business Incubator - Board discussed many updates as the opening of the Incubator approaches! A hand wash station, mop sink, 220 electric, painting are completed. Flooring, as well as security cameras and key cards are coming soon. Ashley and Daniel will work on knee wall and mural on weekends.

## 9. Unfinished Business

- a. None

## 10. New Business

- a. Leadership Roles effective now thru January 2024:  
Chair- Tracy Dippo  
Vice Chair - Ann Tuite  
Secretary - Emma Lysy  
Treasurer - Jen Garry  
Tuite made the motion to accept the entire slate of officers, Virgil seconded, unan approval.

11. Communications – Note from J Palucci acknowledged.

12. Public Comment - Non-Agenda Items Only (3-Minute Limit)

13. Board Comments - none

14. Adjournment: 7:56 pm Shaver makes the motion to adjourn, Tuite seconds, unan approval.

*Next Board Meeting: October 18, 2023 at 6:30 pm at BASC Sunroom*

**Attendance:**

$\frac{\checkmark}{\checkmark}$ Dippo	$\frac{\checkmark}{\checkmark}$ Shaver	$\frac{\checkmark}{\checkmark}$ Regal (Director)	___
$\frac{\checkmark}{\checkmark}$ Garry	$\frac{\checkmark}{\checkmark}$ Tuite	___	___
$\frac{x}{\checkmark}$ Hendrixson	$\frac{\checkmark}{\checkmark}$ Virgil	___	___
$\frac{\checkmark}{\checkmark}$ Lysy	$\frac{x}{\checkmark}$ Weedon	___	___