

**REGULAR MEETING MINUTES
CLAREMORE MAIN STREET, INC.
BOARD OF DIRECTORS**

February 10th, 2020 | 5:30 p.m.
ZOOM Meeting – Meeting ID: 982 4431 9717

IN ATTENDANCE:

Andrew Hocutt	Ronda Cole	Sara Moss	Kathy Glover
Caitlyn Ngare	Bob Waters	Jacob Garrison	Jimye Sharp
Lou Flanagan	Tim Wantland	Claire Hawkins	

Absent: Kyle Clifton, Travis Peck, Sarah Lepak, Zach Oliver.
Guests/Other Attendees: Brook Truman – Hood & Associates

Sara Moss entered at 5:38 pm

1. Call to order

Time: 5:35 p.m.

The Claremore Main Street, Inc. Board of Directors Special Meeting was called to order at 5:35 pm and a quorum was declared by Board of Directors - President, Andrew Hocutt.

2. Introduction of Visitors / Visitor Comments and Questions

Brooke Truman with Hood & Associates was introduced. Brooke will review the 2021 annual audit and answer any questions pertaining to the audit during this meeting.

3. Approval of Minutes from the January 2021 Regular Meeting Minutes

Motion: Tim Wantland Second: Jimye Sharp Motion Carried Unanimously

4. Discussion and Possible Action to January 2021 Financials including 2020 Audit

Motion: Ronda Cole Second: Tim Wantland Motion Carried: Unanimously

5. Executive Director Report

a. PPP Loan – Applied for round 2 funding and will then apply for forgiveness when the time comes.

b. QuickBooks – Main Street will be upgrading to QuickBooks Online

c. New Office / Chairs – Renovation budget has been met. Main Street will apply for a \$1,500 Walmart grant to offset the cost of new office chair and potentially the 40x40 tile area. Added item to new business.

d. Hall of Fame – No significant update

e. Cherokee Nation – No significant update

f. Main Street Insurance – Discussion ensued. Main Street will need to identify and authorize a new insurance plan for Executive Director, Jacob Garrison in the future. No new action taken at this time.

g. Executive Assistant Report – Will be implementing new accounting platform as well as continued Shop Small efforts.

6. President's Report

Claremore Collective Main Street ThinkTank March 23rd Noon to 1 pm

7. Committee Reports

a. Design Committee (Kyle Clifton)

No significant updates. Continued work with Main Street branding and signage.

b. Economic Vitality (Caitlyn Ngare)

Outdoor dining/seating areas – designed and built before St. Paddy’s Party and Taste of Claremore April 6th – City Council Elections

c. Organization Committee (Lou Flanagan)

No significant updates.

d. Promotions Committee (Jimye Sharp)

No significant updates.

e. Merchants Committee (Jacob Garrison)

No significant updates.

8. Any New Business that could not have been reasonably foreseen

Discussion and Possible Action to Allow the Purchase of New Office Chair for the Main Street Office

Motion: Tim Wantland, with the amendment that spending be capped at **\$1,000**.

Second: Sara Moss

Approved: Unanimously

6. Old Business

None

7. Adjourn

Motion: Tim Wantland Second: Sara Moss Motion Carried: Unanimously

Time: 6:14 p.m.

Respectfully submitted by:

