

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

Wednesday, June 9th, 2021 | 5:30 p.m.
Claremore Main Street – Conference Room

IN ATTENDANCE:

Ronda Cole	Kathy Glover	Caitlyn Ngare	Sara Moss
Jacob Garrison	Travis Peck	Claire Hawkins	Lou Flanagan
Kyle Clifton	Jimye Sharp	Tim Wantland	

Absent: Sarah Lepak, Zach Oliver, and Bob Waters

Lou Flanagan entered at 5:36 pm.

Tim Wantland exited at 5:50 pm.

Sara Moss exited at 6:01 pm. Sara Moss reentered at 6:03 pm.

Jimye Sharp exited at 6:16 pm.

Travis Peck exited at 6:36 pm.

Kathy Glover exited at 6:56 pm.

1. Call to order

Time: 5:35 pm

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

2. Introduction of Visitors / Visitor Comments and Questions

None

3. Approval of Minutes from the May 2021 Regular Board Meeting

Motion: Tim Wantland Second: Travis Peck Motion Carried Unanimously

4. Approval of May 2021 Financial Report

Motion was made to table the financial report, as Bob Waters was not able to attend.

Motion: Travis Peck Second: Jimye Sharp Motion Carried Unanimously

5. Executive Director Report

a. PPP Loan

Information was given in regard to pursuing forgiveness of PPP loan.

b. Insurance

Motion was made to authorize the Executive Director to enter into contract with an employee insurance plan.

Motion: Kyle Clifton Second: Ronda Cole Motion Carried Unanimously

c. Awards Banquet

Recap of awards banquet and thank you to volunteers. Food and desserts received great feedback. Brochures were hard to read on the screen. 80 people is a good number to cap the event at when hosting at 320 on Main.

d. Partnership Drive Preparation

Planning for the 2021 – 2022 partnership drive is beginning. Volunteers will be needed in the coming months.

e. Lighting Repair

Claremore Main Street is looking to fix the Downtown holiday lighting. Motion was made to enter into contract with a different business to manage lighting repairs and routine maintenance.

Motion: Jimye Sharp

Second: Lou Flanagan

Motion Carried Unanimously

6. Executive Assistant Report

a. Social Media

No significant updates.

b. Organize volunteers

No significant updates.

c. Assist with event planning

No significant updates.

d. Bank deposits

No significant updates.

e. Accounts Payable

No significant updates.

f. Merchant Relations

No significant updates.

7. President's Report

Motion was made to roll excess fiscal year reserve funds into Special Projects line item.

Motion: Sara Moss

Second: Kathy Glover

Motion Carried Unanimously

Motion was made to earmark funds for a second Downtown kiosk subject to RCB Bank's approval and location determination.

Motion: Ronda Cole

Second: Lou Flanagan

Motion Carried Unanimously

8. Committee Report

a. Design Committee (Kyle Clifton)

No significant updates.

b. Economic Vitality (Caitlyn Ngare)

Discussion was held in regard to façade grant policy changes. Discussion ensued.

The EV committee made the recommendation to approve a façade grant in the amount of \$1,000 to Lollipops for repairs to the back of the building and potentially structures in the alley. Kyle will discuss alley issues to see if City can address first.

Motion: Sara Moss Second: Kathy Glover Motion Carried Unanimously

Motion was made to authorize the EV committee to approve a Museum of History façade grant, if needed prior to the next regular board meeting.

Motion: Travis Peck Second: Sara Moss Motion Carried Unanimously

c. Organization Committee (Lou Flanagan)

Thank you to those who help organize the appreciation dinner. 2021 – 2022 partnership drive preparations will begin next month. Volunteers will be needed.

d. Promotions Committee (Jimye Sharp)

New member, Michelle with Solid Rock Realty

Prepping for Corporate Olympics by coordinating replacement teams and seeking volunteers. Promotions committee meeting time has been moved up to 4:15 pm.

e. Merchant’s Committee (Ronda Cole)

The Merchants meeting had 21 in attendance. Suggested rebranding the cash mob to Love Local Business. Next meeting will draw businesses from the month and Mainstreet will create a traveling sign for the window of cash mob businesses. Spring Sidewalk sale is scheduled for July 14th. Downtown parklet discussion was held. Discussion ensued.

9. New Business

Dr. Brown has been working on a grant to add the Post Office to the Oklahoma Historical Society register of historical places. An acceptance letter from the State Historic Preservation Office has been received.

Discussion in regard to Downtown music system location and operation. No motions were made and no actions were taken.

10. Old Business

None

11. Adjourn

Motion: Ronda Cole Second: Sara Moss Motion Carried Unanimously

Time: 7:19 pm

Respectfully submitted by:

