

MEETING MINUTES
CLAREMORE MAIN STREET, INC.
BOARD OF DIRECTORS
Wednesday, August 12, 2020 | 5:30 p.m.
Main Street Tavern

IN ATTENDANCE:

Andrew Hocutt	Sara Moss	
Kyle Clifton	Lou Flanagan	Travis Peck
Kara Lenard	Kathy Glover	Zack Oliver
Bob Waters	Sarah Lepak	Jacob Garrison

Absent: Ronda Cole, Jimye Sharp, and Tim Wantland

1. **Call to order**

Time: 5:40 p.m.

Sara Moss exited at 6:26 pm and returned at 6:27 pm

Travis Peck exited at 6:26 pm

2. **Introduction of Visitors / Visitor Comments and Questions**

None

3. **Approval of Minutes from June 2020 Regular Board Meeting**

Motion: Lou Flanagan Second: Kyle Clifton Motion Carried: Unanimously

4. **Financial Report**

A. June Financials

Motion: Zack Oliver Second: Kyle Clifton Motion Carried: Unanimously

B. July Financials

Motion: Travis Peck Second: Kyle Clifton Motion Carried: Unanimously

5. **Approval of 20-21 Main Street Budget**

Unanimous consent to approve.

6. **Executive Director Report**

a. Promotion Items

i. Jacob explained he reached out to the executive team for consent to purchase promotional items using excess funds from previous FY.

b. Dickens ornaments

i. Jacob explained Main Street purchased 222 ornaments, they were offered at Christmas in July Food Truck Thursday at a discounted price. Seven were sold.

c. Sanitizer purchase

- i. Jacob explained he reached out to the executive team and asked for permission to spend up to \$1,000 without board approval and it was approved. Jacob purchased a sanitizer gun from Spectrum gun which was under the \$1,000 threshold. He explained it was used at the July Food Truck and it was successful, several attendees expressed gratitude for the added protection.
- d. CARES Act- OK Small Business grant
 - i. Jacob explained he met with Craig at RCB regarding receiving the small business grant, he stated Main Street submitted an application and is awaiting approval. This grant does not specify an award amount but is up to two months of payroll expense.

7. **President's Report** (Andrew Hocutt)

- a. Two new businesses on Main Street, an esthetician and a watch repair shop called TNT, they are renting space in the clock repair shop.
- b. Andrew asked for an update on the new mural mentioned at the last meeting that is to be completed by the Cherokee Nation. Jacob explained he and Kyle Clifton met with the design team recently and it is on schedule to be completed.
- c. Andrew introduced the newest board member, Sara Moss.
- d. Andrew asked if we want to continue meeting at Main Street Tavern or if we want to change venues, it was agreed with unanimous consent to continue meeting at MST.

The next board meeting will be **September 9, 2020** at Main Street Tavern.

8. **Committee Reports**

A. **Design Committee** (Kyle Clifton)

- a. Progress has been made with concrete work and the landscaper has begun prep work but plants won't be put in place until the Fall. The city will be doing approximately \$10K in improvements at Lynn Riggs Park. Jacob mentioned the landscaper has offered to do engraving on the boulder located at the bump out.
- b. 2020-2021 projects
 - i. Kyle mentioned that he and Jacob spoke with the Siefried's regarding donating a portion of their parking lot to the city to be converted into a green space that will coincide with the Cherokee Nation Mural. Kyle also mentioned working on a project to convert the empty space on Muskogee, next to Bike a Bout, into a Food Truck Park this will tie in with the green space and could be a potential revenue stream for Main Street. There is also potential for pedestrian plaza. Additionally, Kyle is working with the UDC team in designing a mix-use building and a 12-unit walk-up. Jacob will be talking with Jake Mooney regarding the project,

Kyle stated he has expressed interest. The need for a public restroom was expressed, Kyle stated the city is aware of the need and discussions are being had.

A. Economic Vitality (Kara Lenard)

- a. Kara Lenard provided an updated on the EV committee. She stated the committee met yesterday and had a new member, James Herron who would be a potential board prospect in the future.

B. Organization Committee (Lou Flanagan)

a. Partnership Drive

- i. Last year raised \$24K, last year we've raised close to \$20K. Lou stated she received another commitment this evening for another \$500. Only 4 board members have contributed to the partnership drive, although many of the entities have contributed it is still a desire for each board member to contribute personally. Only 11 of the 73 downtown merchants have contributed, Lou asked the board to reach out to contacts to request donations.
- ii. Jacob stated Melton has agreed to be a quarterly Premier partner. Four of the twelve squares on the Kiosk are spoken for. Coldwell, Spectrum, Melton, Fortna. Jacob presented a \$50 sponsorship opportunity to the merchants committee at today's meeting. Jacob stated he has received positive feedback from merchants regarding the Kiosk sponsorship opportunity.

C. Promotions Committee (Sarah Lepak)

a. Food Truck Thursday

- i. Sarah Lepak provided an update on the Corporate Olympics coming up in August. Jacob mentioned the CHS honor society students will act as referees in exchange for volunteer hours.

D. Merchants Committee (Jacob Garrison)

Jacob provided an update on yesterday's meeting and stated he had two new members attend – the new esthetician and TNT watch repair.

9. New Business

- a. Jacob presented each board member with a binder including member information and requested each member sign a new commitment form. Andrew Hocutt requested that Jacob provide a copy of the bi-laws.

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

- a. Kyle Clifton provided an update on the city's UDC and Pattern Zones. He mentioned that there is an event being planned between the city, Main Street, CIEDA, the farmers market, and the MoH. The event will be October 17, 2020 from 6-8:30 to bring awareness to the community on the UDC and the pattern zones. There will be a pig roast and culinary event with world-known chefs. The event will be at Gazebo

Park and will be ticketed. The chefs will purchase all the food being prepared from the farmers market. The pig will also be purchased from a local farmer. Each entity involved will receive compensation. Jacob stated that Main Street has offered to manage the ticket sales and will act as the fiduciary arm.

b. Kathy Glover mentioned that SafeNet's festival of trees event will not be held at the racino, and possible

11. Old Business

None


12. Adjourn

Motion: Lou Flanagan

Second: Sara Moss

Time: 6:59 p.m.

Respectfully submitted by:


8-19-20