

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

Wednesday, October 14th, 2020 | 5:30 p.m.
Main Street Tavern

IN ATTENDANCE:

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

Absent: Kara Lenard, Lou Flanagan, Sarah Lepak, Travis Peck, and Kyle Clifton.

Claire Hawkins exited: 5:55 pm; returned 6:00 pm

Tim Wantland exited: 6:19 pm; returned 6:23 pm

1. **Call to order** **Time: 5:36 p.m.**

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

None

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

Motion: Tim Wantland

Second: Zach Oliver

Motion Carried: Unanimously

4. **Discussion and Possible Action on request to accept the nomination committee's recommendation of Claire Hawkins to the Board of Directors**

Affirmed: 10

Opposed: 0

Carried: Unanimously

5. **Financial Report**

A. September Financials

Motion: Ronda Cole

Second: Kathy Glover

Motion Carried: Unanimously

6. **Executive Director Report**

a. *Partner Decal/Flyer*

Jacob Garrison displayed the partner decals and flyers. There will be 200 distributed to partners of Main Street at Christmas time. The flyer will be finalized by the end of the month and will be utilized to maintain/increase partner relations by displaying partners.

b. *Event Flyer*

Jacob Garrison displayed a mock-up of the event flyers. 1000 will be distributed and displayed year-round. The event flyers will feature sponsors and distinct Food Truck Thursday event themes for the entire season.

c. *Pelco Meeting*

Design Committee, City of Claremore, and Pelco will be key partners in the project. Utilizing that established partnership, Main Street will be pricing out new stop signs and light poles for Downtown.

d. *Archway Project*

Main Street will obtain three design pitches, the pitches will be reviewed by the design committee, then sent to Pelco for pricing.

e. *Other Notes*

New Board of Directors graphic was made with updated photo. The Cherokee Nation – Main Street Tavern mural is still in the works. Main Street may seek Cherokee Nation funding for an employee similar to the museum’s 1 year paid, full-time employee, or seek to share part-time employee with the Chamber. GRDA’s grant of \$35,479 for Downtown permanent, soft white Christmas lights was approved. Main Street will unveil the lights and invite the area to the opening night.

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

a. *City Contract*

Main Street will work to create a more specific contract with the City that lists the services Main Street will provide with the funding received. Andrew Hocutt also echoed Jacob Garrison in the discussion of hiring a new full-time employee through Cherokee Nation supplement or Chamber of Commerce contract.

The next board meeting will be Wednesday, November 11, 2020.

8. **Committee Reports**

A. **Design Committee** (Jacob Garrison)

Design Committee is looking to update street signs and add a corner bump out. They will be getting quotes on year-round management, planting in the spring/fall, as well as the addition of a bench and garbage can.

B. **Economic Vitality** (Caitlyn Ngare)

Façade grants were reviewed in the last Economic Vitality Committee meeting. Dorothy’s Flowers was approved. ACK Esthetics will need to provide a quote, then resubmit to the committee for approval. The committee seeks to update submission requirements for façade grants. The committee will review façade grants once a month and businesses that have submitted a grant application for approval can begin work before their submission is approved with the understanding that the grant may not be approved. If their grant is approved, Main Street will reimburse for the amount requested. This allows for expedited signage for new business or damaged signs in the future.

C. **Organization Committee** (Jacob Garrison)

The partnership drive is now at \$35,378.25.

D. **Promotions Committee** (Jimye Sharp)

Food Truck Thursday - Fall Festival is needing volunteers. Saturday will be Halloween Night.

Dickens on the Boulevard - The event needs volunteers for speaking tales and window sitting. GRDA grant Downtown Christmas lights will be unveiled. Reach out to More Claremore for Fall Festival promotion.

E. **Merchants Committee** (Jacob Garrison)

Merchants and Mimosa’s follow up discussion. December 9th will be the Board of Director’s Christmas party.

9. **New Business**

Halloween food truck Thursday needs 3 people to help coordinate. Road shut down at 4pm. Arrive at 4-5pm.
Tear down 9-10 pm. City will street sweep the next morning.

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

None

11. **Old Business**

None

12. **Adjourn**

Motion: Sara Moss

Second: Bob Waters

Time: 6:36 p.m.

Respectfully submitted by:

Caitlyn J. Ngare