



Wellington Colorado Main Streets Program Board Meeting MINUTES

**Board of Directors Meeting: Monday, September 20, 2021 | Wellington Fire Protection District &
Zoom**

Call to Order

- Anita called the meeting to order at 8:13am

Roll Call

- Present: Anita, Sarah, Megan, Nic, Emma, Bryan, Erin and Gary – Staff: Kallie
- Not Present: Tracey and Curtis

Additions to or deletions from the agenda

- Addition of Chamber Auction conversation to the Director's Update

Conflicts of Interest

- No conflicts brought forward

1. Consent Agenda

- Approval of Minutes from last meeting
- Financial Report
- Committee reports & Director's report
- Nic moves to approve the Consent Agenda; Emma seconds
 - Motion Carries Unanimously

2. Committee Updates

- Promotions / Megan: The #ShopWellington gift card program is up and running and we've managed to get most of the Main Street businesses signed up. We're working through plans for the Cleveland Crawl, a new event to be held on January 22nd 2022.
- Design / Erin: The downtown clean-up went well, with 12 volunteers. Two sign grant applications have come in.
- Organization-Financial Sustainability / Kallie: Main items have been the employee handbook and getting the budget all squared away. Both are in a good place.
- Main Street Market / Gary: The Market was a huge success and the public wants to see more. The committee will start meeting again in December to get things rolling for 2022.

3. 2022 Budget

- The budget needs to be submitted to the town by 9/28/2021 for approval.
- Accrued liability

- i. You'll note that income/expenses from fundraising events are all broken out in their own line items now. These reflect when the money actually comes in/goes out.
 - The travel costs in the budget roll over to next year, as the Main Street Conference will be virtual again.
 - We are also renting an additional unit from Wellington Toy Storage.
 - Nic moves to approve the budget; Emma seconds
 - Motion Carries Unanimously
4. Employee Handbook Approval
- The Organization committee has worked on this handbook over the last few months. A policy document will follow.
 - One requested change from the board: In section 2-b, change "sexual preference" to "sexual orientation."
 - Bryan moves to approve the Employee Handbook, with change requested above; Sarah seconds
 - Motion Carries Unanimously
5. Flower Planters Damage and Replacement
- The flower planter Christmas décor fillers were heavily damaged in the move from the Town's garage to the storage unit.
 - We have a couple options as far as getting these fixed.
 - i. We could reach out to the community on Facebook to see if we have anybody who would like to volunteer to repair them.
 - ii. We can purchase pre-built fillers at around \$100 each. If we did this, we could ask the Town to help cover the cost to replace.
 - We have \$500 in the budget to replace/repair
 - The board would like to do the following:
 - i. Reach out for help to get these repaired with the goal of having an October 10th commitment and a deadline of November 15th to have done.
 - ii. Should we need to replace, the board approves that expense, with a plan to ask for some sort of reimbursement from the Town.
 - Nic moves to approve the plan to look for a volunteer first, approve expense to replace (if needed), and ask for reimbursement from the Town; Sarah seconds
 - Motion Carries Unanimously
6. Director's Update
- Annual Dinner/Meeting
 - i. Tentatively scheduled for Thursday, November 18th a 6pm at the T-Bar
 - RMS (Revitalizing Main Street) Grant – Apply for Additional \$100k
 - i. We are able to apply for an additional \$100k.
 - ii. Anita and Kallie met with Public Works to talk through possible projects to fund.
 - iii. One potential project would be an electronic message sign at 6th & Cleveland. This would be a large sign with stonework around it.
 - iv. Should we go in that direction, we'd need to consider an electrical source.
 - v. Kallie will be meeting with Public Works again next week to make a decision.

- vi. For right now, this is a one-time grant but there are always opportunities to seek out more grant funding.
- vii. If we have a little wiggle room in the grant, we may also look at a free-standing information boxes that can be placed in Centennial Park and potentially other locations.
- Chamber Auction
 - i. For the Chamber's upcoming event and Auction, the Main Street Program would like to donate 2 free tickets to all of next year's downtown events, including Wellington Brewfest, Well-O-Rama, Wellington Fun Run 0.5k and the Cleveland Crawl. This is roughly a \$250 value.
 - ii. The board is in support, as well as adding a \$50 #ShopWellington gift card.
- Time Commitment for Board Members
 - i. As Board Members, we are expected to volunteer our time for BOD & committee meetings, in addition to any extra outside volunteer hours (events, flower maintenance, general assistance for Kallie). This is a reminder that we all need to step up and give Kallie a hand.
- Recruitment for Board Members
 - i. We will have 3-4 openings and we should be thinking strategically about the kind of skills we're looking for. Some potential skills board members listed are: Strategic leadership & foundational knowledge, grant writing, legal, HR, Business Management, County/Government leadership

7. Adjourn

- Gary moves to adjourn the meeting at 9:20am

Next Meeting: Monday, October 18th from 8-9am at the Wellington Fire Protection District with a Zoom option available.