



BOARD of DIRECTORS MEETING AGENDA
April 27, 2016 at 5:00pm

- I. Call to Order
- II. Approval of Agenda
- III. Approval of minutes from March 23, 2016 meeting
- IV. Roll Call
- V. Director's Report
 - a. Chamber Partnership – Bonnie Miles, BBC
 - b. Main Event Update
 - c. Music on the Green
- VI. Treasurer's Report
 - a. Finances
- VII. Chairman's Report
 - a. Village Council Budget Consideration May 9, 7:30**
- VIII. Committee Updates
 - a. Design
 - i. Paint the Town (with Promotions) – Volunteers needed
 - b. Economic Development
 - i. Available Space Inventory
- IX. New Business/Public Comment
- X. Upcoming meetings and events
 - a. Paint the Town Meeting – May 3, 4:30pm
 - b. FINAL Social Media Workshop – May 3, 6-7pm
 - c. Merchant Happy Hour – May 5, 5:15-6:15pm
 - d. Village Council Passes Budget – May 9, 7:30pm
 - e. Paint the Town, May 21, 1-5pm
 - f. Next meeting - Set date
- XI. Adjourn

Board of Directors Meeting
March 23, 2016 – 8:30am at the Kreger House

| | |
|-------------------------|----------------|
| Date: | March 23, 2016 |
| Called to Order: | 8:34am |
| Adjourned: | 9:38am |

ATTENDEES

| <u>Title</u> | <u>Name</u> | <u>Attendance</u> |
|-------------------------|--------------------|--------------------------|
| Executive Director | Courtney Miller | X |
| Chairman/BI Chair | Barry Silverstein | X |
| Treasurer | Harry Ellman | X |
| Secretary | Amanda Yow | X |
| Director | Elina Costello | X |
| Director | Kim Rovinski | Absent |
| Director | Lisa Dunn | X |
| Director | Merrily McDonald | X |
| Director | Susan Siegel | X |
| Village Council Liaison | Mike Seltzer | Absent |

Others in attendance:

AGENDA

| <u>Topic</u> | <u>Action</u> |
|------------------------|----------------------------|
| 1. Adoption of Minutes | Harry moves, Susan seconds |
| 2. Adoption of Agenda | Susan moves, Harry seconds |

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|--------------------------------|--|
| <p>3. ED Report</p> | <ol style="list-style-type: none"> 1. Local hop sponsor <ul style="list-style-type: none"> ○ Courtney has spoken to Local Hop about sponsoring a map. Courtney will be forming a draft for a new map layout to be approved at a later date. 2. Economic Vitality workshop <ul style="list-style-type: none"> ○ Courtney attended the Economic Vitality workshop on Tuesday March 8th. They suggested we do a zip code capture for sales. 3. Newsletter <ul style="list-style-type: none"> ○ A newsletter has been drafted. It has been sent to Barry to review. Will be sent out soon 4. Business Survey <ul style="list-style-type: none"> ○ It was sent out, we have recieved some responses and will be compiled and sent out at some point. |
| <p>• 4. Chair's Report</p> | <ol style="list-style-type: none"> 1. Mission/Vision statement (Action) <ul style="list-style-type: none"> ○ Barry moves to approve the ammended Mission Statement; Susan seconds. 2. Merge update <ul style="list-style-type: none"> ○ We are waiting on approval from Oakland County for funding. 3. Evaluation update <ul style="list-style-type: none"> ○ We were accredited for another year. |
| <p>• 5. Treasurer's Report</p> | <ol style="list-style-type: none"> 1. Presented general ledger from 1/27 – 3/21 |

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|--|--|
| <ul style="list-style-type: none"> 6. Committee Reports | <ol style="list-style-type: none"> Design <ul style="list-style-type: none"> Paint the Town (with Promotions) <ol style="list-style-type: none"> We have decided to not do the block party because of the cost and non-participation of various businesses. May 21st ; 12pm – 4pm (tentative) Complete Streets update <ol style="list-style-type: none"> Complete Streets is the (possible) new name for Franklin 2020. The Franklin Planning Commission suggested a change in the name. |
| <ul style="list-style-type: none"> 7. New Business/ Public Comment | |
| <ul style="list-style-type: none"> 8. Upcoming Meetings and Events | <ol style="list-style-type: none"> Merchant Happy Hour – March 31, 5-6pm <ul style="list-style-type: none"> Located at the Grill Paint the Town meeting – April 5, 5-6pm <ul style="list-style-type: none"> Located at the Kreger house Social Media Workshop – April 5, 6-7pm <ul style="list-style-type: none"> Located at the Kreger house Next meeting – Set date |

Main Street Franklin Quickbooks '14

General Ledger

As of April 22, 2016

| Type | Date | Num | Name | Memo | Split | Amount | Balance |
|-------------------------|----------|------|-----------------------------|----------------------|--------------------------|-----------|----------|
| Comerica Checking | | | | | | | 3,914.46 |
| Check | 03/23/16 | 1322 | Courtney Miller | | Contract Labor | -1,000.00 | 2,914.46 |
| Check | 03/28/16 | 1321 | Village Boutique | Reimbursement for | Sip, Shop, Stroll | -10.60 | 2,903.86 |
| Check | 04/04/16 | Visa | Franklin Grill | Food for Merchant .. | Small Business Mixer. | -48.28 | 2,855.58 |
| Check | 04/07/16 | Visa | Facebook | Sponsored Ad | Advertising | -12.99 | 2,842.59 |
| Check | 04/11/16 | Visa | Lucid Software | | Books, Subscriptions, | -19.95 | 2,822.64 |
| Check | 04/14/16 | 1324 | CNA Insurance | | Insurance - Liability, . | -207.00 | 2,615.64 |
| Check | 04/14/16 | 1325 | Courtney Miller | | Contract Labor | -1,000.00 | 1,615.64 |
| Deposit | 04/14/16 | | | Deposit | Village Support | 4,500.00 | 6,115.64 |
| Check | 04/14/16 | Visa | Comerica Online Billing Fee | | Rent, Parking, Utilitie. | -15.95 | 6,099.69 |
| Deposit | 04/22/16 | | | Deposit | Historic Franklin Fun.. | 1,800.00 | 7,899.69 |
| Total Comerica Checking | | | | | | 3,985.23 | 7,899.69 |

MSFF Quickbooks

General Ledger

As of April 22, 2016

| Type | Date | Num | Name | Memo | Split | Amount | Balance |
|----------------|----------|------|-----------------------------|---------------------|-------------------|-----------|----------|
| Comerica | | | | | | | 3,785.45 |
| Check | 04/18/16 | Visa | Comerica Online Banking Fe. | | Operations | -15.95 | 3,769.50 |
| Check | 04/22/16 | 1053 | Main Street Franklin | 30% Contract Labor. | Contract Services | -1,800.00 | 1,969.50 |
| Total Comerica | | | | | | -1,815.95 | 1,969.50 |