

Downtown Lansing Inc.
Board of Directors Meeting Minutes
Online Meeting
August 13th, 2020

Members Present: S. Schriener, JV Anderton, K. Dorshimer
C. Nader, J. Tischler, C. Zarkovich

Members Absent: TJ Bucholz

Board Advisors Present:

Board Advisors Absent:

Staff Present: C. Edgerly, B. Kuiper, S. Dhladhla

I. Call to Order

Meeting called to order at 11:32 am.

II. Citizen's Comments

-None

III. Correspondence

-None

IV. Approvals

Agenda for August 13th, 2020:

J. Tischler moved to approve, K. Dorshimer supported. **Motion passed.**

Minutes from July 9th, 2020 Board Meeting:

C. Zarkovich moved to approve, J Tischler supported. **Motion passed.**

Committee Reports:

K Dorshimer moved to approve, C. Zarkovich supported. **Motion passed.**

- V. Old Town Commercial Association Update:** On the 22nd Art Feast has been replaced with an Experience Old Town sidewalk sale with music, distanced seating and road closure on Turner for OT businesses.

VI. Reports

Director's Report – Cathleen Edgerly: Fresh Taste/Lift up Local went very well and was a great learning experiment. Safety plans worked well and several businesses saw a 45% increase in sales (in COVID times, not an increase from pre-COVID sales). Art galleries loved it and the majority of Downtown said "please do more of these!"

A partner and sponsor contacted us and the Lift Up Local movement will continue August-October. This next 3 month campaign will focus on an ambassador program and folks will talk about why they love Lansing, using their social media savvy as well as connecting with Old Town and REO Town. Info will be sent to B. Kuiper and will kick off next week.

Michigan Premier Events is doing a lot with the campaign and there are lots of participants and businesses involved.

The September 17th annual awards event will feature a drive-in format. That will also be the date the Diversity and Inclusion program will begin.

President's Report- JV Anderton: JV is officially back on the board and would like us to consider as a board what experience we want in future board members, how boards should work, and work on a better onboarding and board education plan. We should have a diversity workshop, and work on becoming more efficient.

Monthly Financials- Jim Tischler: July is the first month of the fiscal year, but with regard to our amended budget nothing is out of the ordinary.

Motion required to place reports on file: J.Tischler moved to put on file. K. Dorshimer supported. **Motion passed.**

VII. Discussion/Action Items:

a. Budget FY 2021 Changes and Work Session: Last Month's document about assessments went to the city, but we have no response yet. Cathleen will follow up. Adjustments to the budget are highlighted where adjustments were made. J. Tischler would like the board to have a work session and talk about how we can tactically and financially proceed focusing on what's critical and thinks we should plan on increased vacancy rates as well as continued 85% decrease in regular daytime traffic through the end of 2021, so we need to plan accordingly. We should also look at having an emergency budget line item should assessments not come in as expected. C. Edgerly suggested laying out board priorities and then laying out the budget accordingly, and the board agreed. A future Board Budget workshop will be scheduled.

b. Maintenance RFP: The Board reviewed the maintenance draft RFP to be put out. It's too late for this year, but next year the board intends to look into whether it's more efficient to have more connection with the city for snow removal and salting in the winter. J.V. and Cathleen will follow-up with the city on some clarifications and this Maintenance RFP will go out to bid next week.

J Tischler moved to approve that we move forward with the RFP once the changes above are made and have been approved by JV Anderton. K. Dorshimer supported, and the motion passed.

c. Insurance Coverage Update: The Board will consider top tier "at fault" levels and look at how the recent change in law should or shouldn't change our coverage. We also need to look into how much we're covered by the City's insurance, whether we can get better rates by insuring at the same place as the city, as well as review DLPI's coverage. C. Edgerly will reach out to the city to check on our coverage. The Board discussed the parking spaces and who covers those, as well as levels of coverage for the contractors. Cathleen will circulate the suggested changes above.

The Board will consider all insurance quotes once clarifications of coverage have been determined in coordination with the City.

d. New Website Update (C. Nader): The new website is looking great and is almost finished. Content is all up and it may go live next week.

e. Diversity and Outreach (C. Nader, S. Schriener): We're seeking out more voices in order to get started properly. We'd also like some diversity training for the Board. Continued efforts, as well as meetings, will include a diversity and outreach group where we focus on building volunteer teams and a Board that reflects the diversity found in Lansing.

f. Regular Board Trainings: As stated earlier, later in the year we'd like to have established a better onboarding plan, and a budget workshop for the Board. Board discussion took place surrounding Board trainings that we all would like to see and experience over the next quarter. The City attorney's office can hold a training on the Open Meetings Act, Board roles & Responsibilities, FOIA requests etc. The Board would also like to see better onboarding trainings, diversity & inclusion offerings, and continued Board budget work sessions. All Main Street trainings will also be made available.

g. Annual Meeting & Volunteer Celebration: Evening of Excellence September 17th. Org committee had to get really creative this year as we can't hold in person awards. The 17th will be tied into Lift Up Local events, and will be themed around superheroes with lots of ways for folks to participate/watch either via a Drive-In Format or on Facebook live.

VIII. Adjourn: JV Anderton moved to adjourn. K Dorshimer supported.
Meeting Adjourned at 12:53 pm.