

Downtown Lansing Inc.
Board of Directors Meeting Minutes
DLI Conference Room
January 12, 2017

Members Present: Terry Carella, Karl Dorshimer, Doug Johns Jr., J.V. Anderton, Christine Zarkovich, Summer Schriener

Members Absent: Tameko Richard

Board Advisors Present: Vanessa Shafer

Board Advisors Absent: Jessica Yorko

Guest Present: None

Staff Present: Layna Anderson, Brittney Reiley

Staff Absent: Mindy Biladeau

I. Call to Order

T. Carella called the meeting to order at 11:50 a.m.

II. Citizen's Comments

None

III. Approval of Agenda and Minutes

K. Dorshimer motioned to approve the agenda for the January 12, 2017 meeting and the minutes from the December 8, 2016 board meeting. D. Johns seconded. Motion passed unanimously.

IV. Old Town Commercial Update

V. Shafer gave the OTCA update. She informed the board that the Old Town Commercial Association Annual Meeting is February 1, 2017. She also noted that the Chocolate Walk is scheduled for February 9th.

V. Community Policing Update

L. Anderson informed the board that Downtown has been calm from a police perspective.

VI. Downtown Maintenance Update and Report

B. Reiley reported that maintenance has been going great. Lake State is focusing on snow and ice removal.

VII. Correspondence

None.

VIII. Reports

Presidents Report-T. Carella

-T. Carella informed the board the promotions committee that Forks and Corks is scheduled in March and planning is underway for this event.

Director's Report-L. Anderson

-Both the Beer Grotto and The Crafty Palate are closed.

Committee Reports

- C. Zarkovich gave an update of the Business Development Committee. She noted that the committee is working on business owner workshops and a business recruitment guide as well as the usual work plans such as Business Huddle.

- T. Carella gave an update of the Promotions Committee. The committee is working on a wine pairing event at Cooley Law School Stadium called Forks and Corks which will take place on March 9th. The committee is working on securing a date for 2017 Taste of Downtown. The Holiday Co/ Op TV campaign went well this year.
- D. Johns gave an update on the Design Committee. Firefly hot yoga was approved for a sign grant. The committee is preparing for business extension permit season.
- B. Reiley gave an update on the Public Spaces Committee. She noted that all holiday decorations are going to be down by January 15th. The committee is working on a hanging basket sponsorship program. to install hanging baskets this spring along Washington Square.
- J. Anderton gave an update on the Organization committee. The committee is hoping to collaborate with the other committees in the New Year.

Financial Report-K. Dorshimer

K. Dorshimer gave an overview of the December Financial Reports. Financial Report approved and filed: D. Johns moves, C. Zarkovich supports, motion approved unanimously .

VIII. Discussion/Action Items

A. Board Officer Nominations: Form Nominating Committee

The board formed a nominating committee which will meet in January. Members of the nominating committee include J. Anderton, T. Carella, K. Dorshimer, and S. Schrinier. They will provide the board with a slate of board nominations for discussion at the February DLI Board meeting.

B. Michigan Main Street

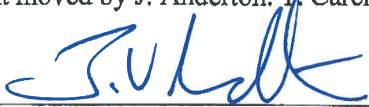
- J. Anderton motioned to approve the Michigan Main Street program agreement update signed by T. Carella. S. Schrinier supports. Motion approved unanimously.
- L. Anderson shared the Michigan Main Street training dates with the board. She encouraged them to attend trainings.
- L. Anderson shared the 2015-2016 Michigan Main Street Annual Report and highlighted the portion regarding Downtown Lansing.

X. Other Business:

None

XI. Adjourn

Adjournment moved by J. Anderton. T. Carella supports. Motion approved unanimously at 12:50 p.m.

Minutes by: 

J.V. Anderton, Secretary

Downtown Lansing Inc.
Board of Directors Meeting Minutes
DLI Conference Room
March 23, 2017

Members Present: Terry Carella, Karl Dorshimer, Doug Johns Jr., J.V. Anderton, Christine Zarkovich, Summer Schriener,

Members Absent: Tameko Richard

Board Advisors Present: Vanessa Shafer

Board Advisors Absent: Jessica Yorko

Guest Present: Jimmy Baumgras

Staff Present: Mindy Biladeau, Layna Anderson, Brittney Reiley

I. Call to Order

T. Carella called the meeting to order at 11:32 a.m.

II. Citizen's Comments

None

III. Approval of Agenda and Minutes

D. Johns motioned to approve the agenda for the March 23, 2017, meeting and the minutes from the February 9, 2017 board meeting. K. Dorshimer seconded. Motion passed unanimously.

IV. Old Town Commercial Update

V. Shafer gave the OTCA update. She informed the board the Taste and Tour will be on April 8th.

V. Community Policing Update

M. Biladeau gave the community policing update. She informed the board that Life in Color event is coming up.

VI. Downtown Maintenance Update and Report

J. Baumgas reported that maintenance has been going well. Lake State is focusing on preparing downtown for the spring.

VII. Correspondence

- M. Biladeau informed the board the Glazed and Confused has not submitted their receipts for both their sidewalk café grant and their sign grant awards. They were awarded these grants over a year ago and multiple attempts to get the receipts have been made. A letter was sent to Glazed and Confused informing them that they must submit their receipts by March 4, 2017 or their grant awards will be revoked. The board asked M. Biladeau to send another letter confirming that the grant awards have been revoked since no receipts have been submitted.

VIII. Reports

Presidents Report-T. Carella

-T. Carella informed the board that the Forks and Corks will be on Tuesday April 11th. The committee is working on this event.

Director's Report-M. Biladeau

-M. Biladeau thanked T. Carella for serving three years as president of the DLI board of directors.

-The DLI Annual Meeting is scheduled for August 16th from 5-7 p.m.

-The Wayfinding project Phase 1 is fully funded and the Branding project is close to being completed

-The Downtown Capital Area District Library is open. Both Envie and Strange Matter are coming soon

Committee Reports

-C. Zarkovich gave an update of the Business Development Committee. She noted that the committee is continuing working on business owner workshops and business owner's survey, as well as Business Huddle.

-T. Carella gave an update of the Promotions Committee. The committee is working on Forks and Corks and Taste of Downtown.

-D. Johns gave an update on the Design Committee. The committee is working on business extension permits. A sign grant was awarded to Strange Matter Coffee Co.

-B. Reiley gave an update on the Public Spaces Committee. They are working on the hanging basket sponsorship program (there will be 34) and the date for Capital City Clean Sweep is May 9 (May 11 rain date).

-L. Anderson gave an update on the Organization committee. They are working to create a volunteer database. The committee is growing.

Financial Report-K. Dorshimer

K. Dorshimer gave an overview of the February Financial Reports. Financial Report approved and filed; S. Schriner moves, J. Anderton supports, motion approved unanimously. M. Biladeau presented final financials for Taste of Downtown, Trick or Treat on the Square and Silver Bell in the City.

VIII. Discussion/Action Items

A. Board Officer Nomination Approvals

The nominating committee met and suggested K. Dorshimer as President, Doug will be VP, Summer will be Secretary, J.V. will be Treasurer with the understanding that the committee strongly suggests J.V. is next in line for the presidency. Motion made to approve these recommendations by C. Zarkovich, second by T. Carella, motion passed unanimously.

X. Other Business:

None

XI. Adjourn

Adjournment moved by D. Johns, T. Carella supports. Motion approved unanimously at 12:30 p.m.

Minutes by: _____
J.V. Anderton