



Minutes

March 28, 2019

A meeting of the St. Joseph Downtown Community Improvement District board of directors was held on Thursday, March 28, 2019 from 8:34 am to 9:35 am at the Allied Arts Council conference room, 128 S. 8th St. Directors present were: Teresa Fankhauser, Ron Barbosa, Pat Dillon, Joe Houts, John Spencer and Rhabecca Boerkircher.

Call to Order: Chairman, Ron Barbosa called the meeting to order at 8:34 am.

Approval of Meeting Minutes: Teresa Fankhauser made a motion to approve the meeting minutes as written. Pat Dillon seconded the motion and the board voted in favor (5-0).

Financial Report: Joe Houts gave the board a report on the finances of the organization. After discussion, Pat Dillon made a motion to approve the financial report. John Spencer seconded the motion and the board voted in favor (5-0).

Internal Policy on Finances: Joe and Teresa met and worked on the internal policy for finances and recommended the following structure. Ron Barbosa as the chairman and Teresa Fankhauser as the Vice Chairman and Rhabecca Boerkircher as the Executive Director shall be authorized to sign on the checking account. Expenditures of \$500 or more shall require two signatures. The Treasurer of the organization, currently Joe Houts will reconcile the bank account every month. Pat Dillon made a motion to accept the recommended policy. John Spencer seconded the motion and the board voted in favor (5-0).

Grant Requests: The board has two grant requests from the St. Joseph Downtown Association. One for "Sounds of Summer" and the other for "Rock the Park". John Spencer said that he has been unable to get with the Downtown Association to work out an agreement for the concession building management. Teresa Fankhauser made a motion to table the requests until an agreement has been reached. John Spencer seconded the motion and the board voted in favor (5-0). Teresa Fankhauser made a motion to approve the Imagine 11 request for \$5,000. Pat Dillon seconded the motion and the board voted in favor (5-0).

Grant Form Revision: Teresa Fankhauser and Joe Houts made revisions to the grant form to make it easier to fill out and for the board to review. After the explanation of the changes, Teresa Fankhauser made a motion to approve the new grant form. John Spencer seconded the motion and the board voted in favor (5-0).

Concession Building Management Agreement: John Spencer told the board that he and Lance Taylor have not had an opportunity to meet on the agreement but he hopes to be able to meet with him prior to the next board meeting.

Other Business:

Meeting Dates: Joe suggested that the board look at meeting dates and determine if there is a better day or time for the board to meet.

Benches: John Spencer said that Hillyard's is working on the dividers for the benches and we should have them soon.

KC Star insert: Pat Modlin requested that the board contribute \$500 for an insert into the KC Star promoting downtown. He is suggesting that all the downtown groups contribute \$500 to create a full page ad to run both spring and fall. The total cost is \$3,000 and the difference will be made up by sponsors. He said that the Downtown Partnership has already committed to the ad. John Spencer made a motion that the CID board contribute \$500 toward the cost of the ad. Joe Houts seconded the motion and the board voted in favor (5-0).

Gates: Rhabecca Boerkircher told the board that the construction of the gates should begin about April 1st.

Adjourn: John Spencer made a motion to adjourn at 9:35 am. Pat Dillon seconded the motion and the board voted in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rhabecca Boerkircher". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Rhabecca Boerkircher
Executive Director