



Tahlequah Main Street Association Board of Directors meeting
21 Wright Real Estate Conference Room
March 13th, 2024, at 8:30 AM
Meeting Minutes

1. Call to order @ 0833

i call to order @ 0833 by President Kristy Eubanks

ii. Reciting of Mission:

Enhancing the Downtown Tahlequah experience and culture for residents and visitors alike, by actively promoting, engaging, and fostering relationships with our community and partners.

2. Roll Call : Christie D. Campbell

- i. In Attendance: Annie Kincade, Kelly Callaway, Jessie Barnard (arrived 0835), Kristy Eubanks, Tristan McDowell, Shelby Robertson, Michael Payne, Karen Wood (left @ 0945), Marla Grant, Justin Barnes and Christie D. Campbell
- ii. Absent: Rian Crager, Faith Springwater
- iii. Guests: Amy Smith, Jamie Hale

3. Review and approval of January Minutes

- i. Karen wood Motioned to approve January minutes, Tristan McDowell seconded. Motion passed unanimously.

4. Treasures Report: Annie Kicade

- i. Annie Kincade sent out via email ;

- ii. Shelby Robertson motion to approve Michael Payne second to approve financials and treasurer's report unanimously passed

5. Presidents Report- Kristy Eubanks

- i. Discussion of email communication through TMSA emails
 - a. Plan to get all board members, committee member chairs, and exec team to all use main street emails : will help when communicating privately(board related information , help with board members rolling off and adding new board member's , and educate all board members the comings and goings of information if they were not available at certain meetings. Most importantly it staying within protected guidelines by utilizing Main Street emails instead of using personal emails to transfer TMSA information.
 - b. Suggestion, Staying with google doc's for centralized documents resource: So new members, existing members, director and staff will be able to locate all important documents when needed at all times but in a secure place
Examples would be:
Board member agreements, policy and procedures, treasures report, budgets, past meeting minute, current meeting minutes, and Different committee's reports/information ETC.....
 - c. Suggested, of allowing Rian Crager (offered to be legacy member) after she rolls of the board, help new board members transition on the board and helping them get fitted with a committee that best fits their strengths.
- ii. Suggestions from Tamera's Board retreat report
 - a. Remaining there will be a budget meeting on April 3, 2024
 - b. Update and finalize Budget for all events and committees
 - c. Update policies and procedures / Board Member Agreements/ and Conflict of Interest policy in place

6. Directors Report- Jaime Hale

- i. Main street Awards/ education conference
 - a. New exec member's old and new board members will be attending and encouraged to go.
Price for going / \$465 for each board member paid by them
TMSA staff paid for by TMSA
Carpool together
- ii. Accreditation visit March 28th 2024 for TMSA

- a. All board members, committee chairs, Exec members, and TMSA Staff will need to be readily available through out that day. Get with Jaime Hale for any questions or concerns.
- b. Email with schedule of events for day the off accreditation will be emailed.

7. Committee Report Q&A

- i. Org, Promo, and EV committee reports all attached in packet.
No questions asked of these reports.
- ii. Design Report- design was asked for help in selection committee from Org and EV
Big Impact Grants Applicants Help
Jaime Hale sent out email to merchants on the Big Impact Grant.

8. Marking update –Kelton weaver

- i. No update report at this time

9. Education Segment- Annual review

- i. No update to report at this time

10. New Business

A.

Approve, approve with modifications, or deny the updated board member agreement- Annie Kingcade. List of instructions for chairs and committee members

- a. New board members seats that will be assigned in June new updates will affect them (update points system, avail and minimum calendar hours the max that can be achieved.)
- b. Take out minimums on individual Q&A list is a suggestion
- c. Lower contribution points of one individual is suggestion also
- i. Motion for Q&A minimums to be taken out with min verbage, remove Q&A attendance points all together until can be discussed further for more clarity
Shelby Robertson made motion Kelly Callaway second the motion unanimously passed
- ii. More updates or modifications to be made on board member modifications will be tabled tile May Board meeting
Kelly Callaway motioned second by Karen Wood unanimously passed

B. Discussion and possible Action for approval of TMSA vision statement as presented by Kelli Yadom and adapted by the Board

- i. motion to approve Vision statement adaptive version

Shelby Robertson motion to approve Tristan McDowell Second, Justin Barnes Apposes, and Motion was passed

C. Approve, approve with modifications, or deny the calendar of events- Presented by Promo

i. 2024 calendar pending absent board members (Karen Wood, Rian Crager, and Faith Springwater) by March 15th. Propose to move May Board Meeting to may 22nd pending contact to secretary of state of change

Tristan McDowell motion to approve Christie D. Campbell second unanimously passed

- ii. Committee meetings, event meetings open to public calendar of events
Tristan McDowell motion to approve Shelby Robertson second unanimously passed

D. Discussion of the use of Maestro and Google Drive- Annie Kincade

- i. Plan to end use of click up and transfer existing documents, information, and Volunteer tracking to Maestro (used by most Main streets) and Google drive.
Michael Payne motion to approve Shelby Robertson Second unanimously passed.

E. March- Form Committee, April - Presents Candidates and Recommendations May Paper Ballot and vote Onboard in June *Update bylaws on website

- i. Board Nomination Committee (Kristy Eubanks, Lisa Pinnick, Karen Murphy, and Shannon Stacy) will do nominations and interviews, for new possible board members, for May 22nd 2024 board meeting and in June New Board members will be approved

F. Discussion and vote to approve the cancellation of Click -Up professional dashboard

- i. Michael Payne made motion to cancel Click-Up Triston McDowell Second unanimously passed

G. Discussion and approve, approve with modifications or deny the adoption of the Healthy Event Policy presented by TSET

- i. table get approval for Red Fern policy

Motion for next Board meeting Shelby Robertson, second Marla Grant unanimously approved

H. Appointment of Community Transformations Committee- Led by Org

- i. work plan to organize meeting in August
ii. Task of merchant outreach

Motion to table for the summer by Shelby Robertson, Second Justin Barnes unanimously passed

I. Appointment of Merchant Outreach Committee- Led by EV

i. Merchant outreach committee members (Shelby Robertson, Jessie Banard, and Karen Wood)

Motion to approve committee members Michael Payne, second Justin Barnes

Unanimously passed

J. Discussion of Grant Committee

i. No committee needed

To apply for grant one will need to go through exec and org committee, before applying for any grant involving TMSA.

11. Announcements/Community Updates

i. None

12. Adjourn

Kristy Eubanks motioned to adjourn Shelby Robertson seconded

Meeting adjourned @ 1044