Tahlequah Main Street Association

July 12, 2023 Meeting Minutes

Century 21 Conference Center, 8:30 A.M.

1. **Call to Order – Kristy Eubanks 8:32 a.m.**

**In Attendance:** Rian Cragar, Jessie Barnard, Kristy Eubanks, Annie Kingcade, Kelly Callaway, Alicia McDowell, Justin Barnes, Tristan McDowell, Justin Barnes, Susan LaVictorie, Shelby Robertson, Michael Payne, Tucker Dunlap, Christie Campbell, Karen Wood

**Absent:** Austin Patton

**Special Guests:** Amy Smith, Marla Grant

**Director:** Jamie Hale in attendance

1. **Approval of June Minutes:**
	1. Kelly Callaway is on the minutes twice.
	2. Alicia McDowell should be counted absent

Rian Motioned motioned to approve June minutes with presented changes. Tristan McDowell 2nd. Motion passes.

1. **Treasurers Report –** Presented by Annie Kingcade
	1. Full year is reflected in the financial report.
2. **President Report –** Presented by Kristy Eubanks on behalf of Austin Patton
	1. The city contract is officially signed and approved.
	2. Per the contract, the TMSA focus is on Signature Festivals, Beautification and experiences, seasonal and shopping activities, arts, and heritage.
3. **Director’s Report:** Jamie Hale
	1. Council Meeting covered Grow with Mainstreet, additions of the 5 new board members, and grow with Google.
	2. Okswagen changing the date to October 15th
	3. Grow with Google update, Jarod will be speaking in Guymon.
4. **Committee Q&A:**

Committee reports were emailed with the agenda and minutes for review. This time is for discussion of the reports.

* 1. **Organization – Jessie Barnard**
	2. **Promotion – Marla Grant**
	3. **EV – Shelby Robertson**
	4. **Design- Rian Cragar**
		1. The city is fully taking over the light pole project, so we just have to locate the preferred poles and then they do everything else.
	5. **Education Segment- Click-up Austin Patton**
1. **New Business**
	1. Formation of a permanent Transformation Strategy committee tasked with reviewing, updating, and measuring the organizational performance of TMSA’s progress in meeting objectives and goals defined in the existing report. This committee shall be composed of 4 individual board members representing each emphasized area of the Main Street Four-Point Approach.

New Committee

* + 1. Michael Payne joining on behalf of Promo
		2. Kelly Callaway on behalf of EV
		3. Tristan McDowell on behalf of Design
		4. Christie Campbell on behalf of Org

Rian motioned to approve the committee, Jessie Barnard seconded, motion passed unanimously.

* 1. Formation of a temporary committee tasked with analyzing the existing corridor for possible future expansion and bringing forth any recommendation to the board for a vote of any proposed newly defined corridor area by the TMSA Board of Directors meeting in December.

Annual review of a contract, proposed in December, Approved by Board in January, to be ready for a vote in July for the city.

Rian Cragar will head this committee.

The committee consists of Shelby Robertson, Rian Cragar, Marla Grant, Karen Wood, and Jessie Barnard.

Kelley motioned to approve the committee; Tristan seconded. The motion passes unanimously.

* 1. Officially adopting the schedule of events for 2023/24 defined by the 2023 TMSA Board Retreat.
		1. National Main Street Director’s Leadership Retreat is in the works to be hosted in Tahlequah.
		2. Fundraiser/awards banquet will be reassessed for next year. Org will determine at the next transformation committee meeting if fundraising is before the end of 2023.
		3. Okswagen is being rescheduled to

Alicia McDowell motioned to table the finalization of the calendar. Tristan McDowell seconded. Motion passes.

* 1. Approval of the addition of two new board members Marla Grant, and Faith Springwater. Tahlequah Main Street Association Agenda Meeting to be held at: Century 21 Wright Real Estate Conference Room July 12, 2023 at 8:30 AM

Tucker Dunlap motioned for Marla Grant and Faith Springwater to be approved as board members. Michael Payne seconded. Passed unanimously.

* 1. Discussion and possible action to approve, approve with modification, or deny a raise of $1.00 an hour for a total of $15.00 an hour for Amy Smith, TMSA Admin assistant.

Shelby Robertson motioned to approve a $ 1.00-an-hour raise for Amy Smith. Annie Kingcade seconded.

* 1. Discussion and possible action to approve, approve with modification, or deny to hire a part-time social media/marketing specialist.

The position information should specify that it is a Hybrid Position, the applicant has ties to Tahlequah, pay would be based on experience, additionally, change qualification and/or a combination of education and experience.

Motion to approve the job posting with the recommended job changes. Tristan McDowell motioned. Karen Wood seconded. The motion passes unanimously.

* 1. Kristy Eubanks motioned to add new business to the agenda reflected on each agenda moving forward. Tristan McDowell seconded. The motion passes unanimously.

**New Business**

1. Kristy Eubanks presented a resignation letter of President Austin Patton. Susan LaVictorie motioned to accept the resignation of Austin Patton. Karen Wood seconded. The motion passes unanimously.
2. Tristan McDowell motioned to approve Kristy Eubanks as President of the TMSA board of directors. Seconded Shelby Robertson. The motion passed unanimously.
3. Rian Cragar motioned to open nominations for the slate for the president-elect. Kelly Callaway seconded. Passed unanimously.
4. Tristan McDowell motioned to create a committee for the president-elect. Tucker Dunlap seconded.

Kristy proposed that Jessie Barnard lead a nomination committee for seeking the president-elect slate. Alicia McDowell, Shelby Robertson, Susan LaVictorie are also on the committee. The committee is also tasked to propose the roles and responsibilities for the executive leadership team.

1. Susan LaVictorie proposed to call a special meeting on August 16th at 7:00 p.m. after the Community Transformation Meeting. Karen Wood seconded.

The special meeting will include the nomination committee for the vote of the president-elect, calendar approval, and language for the roles and responsibilities of all of the executive committee.

Kelly Callaway left the meeting at 9:40 a.m.

1. **Announcements:**

Provaulus Ribbon Cutting is on August 1st at 5 p.m.

1. **Adjournment:**

Rian Cragar motioned to adjourn. Shelby Robertson seconded. Meeting adjourned at 9:49