

2016-2017
BOARD OF TRUSTEES

November 17, 2016 MEETING MINUTES

KRISTEN GALBRAITH
CHAIR

DALE SEXTON
VICE-CHAIR

DAVID DEPUY

DAN DURGAN

TYLER ERICKSON

DAN KAUL

KARLA PETTIT

1. Board Members present were: Kristen, David, Tyler, Dale, Dan D., Karla and Dan K. Also present were Jack Luther, Leslie Feigel, Randy Chambers and Terri Chambers.
2. Discussed the following business items:
 - A. Update on Banner Program – winter placement banners have been ordered and expected soon. Discussed ideas on how to promote program. Reviewed and approved the 1-page informational banner flyer and will post on website as well as on the Chamber’s website. Discussed also putting brackets up on the lamp posts outside the LBID district until the City has put up the other posts within the district.
 - B. Update on Flower Baskets - None
 - C. Update on Graffiti Services - None reported
 - D. Update on Albemarle Restrooms’ maintenance – No updates.
3. Reviewed these New Business:
 - A. Banner Agreement Discussion – no updates or changes as it is. Liability Insurance issue still in review.
 - B. Public Restroom Signage – tabling this till next meeting. Perhaps get some samples of signage for ideas to review.
 - C. Livingston Commercial by CVB – Leslie at the Chamber Office presented the video of a commercial she had developed for promoting Livingston and is now seeking sponsorship contributions.
4. The board moved on the following Action Items:
 - A. Dan Kaul motioned and Kristen seconded and all voted in favor to approve the October Meeting Minutes.
 - B. Reviewed again the budget for next year’s budget and noted some changes in figures and line items. Also talked about having some possible “requirements” for future financial requests to provide a marketing plan or some outline of what LBID contribution will be used for, etc. to help ensure the contribution will benefit the Downtown District. Dan K. motioned and Dale seconded and all voted in favor of approving the newly revised 2017 Budget.
 - C. Tyler motioned and Karla seconded the motion and all board voted in approval for the following payments requested:
 1. Livingston Ace Hardware \$.82
 2. Riverside Hardware \$59.98
 3. Terri Chambers - Admin/Web work \$260.00
 4. Engine 8 Design – Winter Banner design invoice \$227.75

5. The Board and public guests discussed other matters such as updates on the Way-finding signage from the highway to the Historical District and directing more traffic to town. The Downtown Holiday Stroll will be on December 2nd and the Chamber Office is looking for help with lights or such to illuminate the side streets of Callender off of both sides of Main Street, as well as some heat lamps, more lights, and fire-pits. Randy brought forth a proposal from Downtown Image Solutions to provide some strong direction and results to the LBID board in the next five months. Some items of interest were developing an agenda for the next 5 years; review/design and implement plans to promote sponsorship for banners as well as the flower baskets; improve facilitation within the LBID district; work closer in conjunction with other entities such as the URA and other applicable State and Federal entities; and a few more issues.
6. Board discussed this last item of interest and with the end-of-year holidays coming up, a closed meeting is set for 8:30 am on the 1st of December in the Murray Conference Room. Dale motioned and Kristen seconded and all voted in favor of adjourning the meeting.