

**DOWNTOWN BANGOR PARTNERSHIP
BOARD OF DIRECTORS
Tuesday, April 14, 2015
8:30 a.m. to 9:30 a.m.
Council Chambers, City Hall**

The Downtown Bangor Partnership promotes and markets activities that enhance the distinctive identity of Downtown Bangor, encouraging retention and growth of commercial, residential, and cultural life within the downtown district.

AGENDA

**CALL TO ORDER
WELCOME & INTRODUCTIONS
CONSENT AGENDA**

1. Approval of Previous Meeting Minutes
2. Committee Updates
3. Financial Report

DISCUSSION ITEMS

1. Bangor State Fair (Guest Mike Dyer) *10 minutes*
2. Discussion of Budget Priorities and Review Draft of FY2016 Budget (Heather M. and Caitlin) *45 minutes*
3. Downtown Countdown Update (Caitlin) *5 minutes*
4. Other Business (Stephen) *5 minutes*

ADJOURNMENT

Future Board Meetings:

May 12 at 8:30 a.m. (Council Chambers)

Future Marketing Committee Meetings:

May 5 at 8:30 a.m. (2nd Floor Conference Room)

Future Networking and Outreach Committee Meetings:

May 20 at 9 a.m. (Verve)

Future Beautification Committee Meetings:

TBD at 4 p.m. (Nocturnem Draft Haus)

Future Events Committees Meetings:

May 6 at 4:30 p.m. (Verve)

**DOWNTOWN BANGOR PARTNERSHIP
BOARD OF DIRECTORS
Tuesday, March 10, 2015, 8:30 p.m.
Council Chambers, City Hall**

MINUTES

Officers Present: Stephen Boardway (Chair) Molly Briggs (Vice Chair) and Heather McCarthy (Treasurer/Secretary)

Directors Present: Kate Bielinski, Annie Cambridge, Annette Dodd, Gibran Graham, Karen Foley, Julie Baker-Leaden, Betsy Lundy

Others: Caitlin Brooke, Staff Liaison

Excused Absence: Kate Grover, Ben Sprague, Dan Sykes

Unexcused Absence: Nazrin Dixon, Josh Gass

Guests: Jason Bird (City of Bangor, Community and Economic Development Officer), Carrie Lynn Lemos (Penobscot Community Healthcare's Unlimited Solution Clubhouse), Denise Preble (Penobscot Community Healthcare's Unlimited Solution Clubhouse)

CALL TO ORDER

President, Stephen Boardway, called the meeting to order and thanked everyone for coming.

CONSENT AGENDA

1. Approval of Meeting Minutes for February 10, 2015
2. Financial Report

Gibran moved to approve the Consent Agenda. Heather F. seconded the motion, which was approved unanimously.

DISCUSSION ITEMS

Introduction to Penobscot Community Healthcare's Unlimited Solution Clubhouse

Guests Carrie Lynn Lemos and Denise Preble presented a summary of the mission and the history of Penobscot Community Healthcare's Unlimited Solution Clubhouse to the Board. The organization, dedicated to supporting people with mental health issues, started in the area about 4 years ago and officially opened its doors in October of 2012 on Summer Street. From a start of 6 members, they now have over 120 members. At the Clubhouse, members work together to run all aspects of the Clubhouse while also working towards individual goals. Everyday tasks, from cleaning to bookkeeping, are done by the members and staff—side by side. The youngest member is 18 and the oldest is 73; members are from all income and education levels.

The Clubhouse offers employment support through both transitional and supportive programs. Carrie encouraged local businesses to ask about how they can work with the Clubhouse to become a partner.

Denise Preble, a Clubhouse member, gave her testimonial and shared her experience with the organization. The Clubhouse is supported through the Penobscot Healthcare Center.

Downtown Bangor Parking Advisory Committee's Recommendation for Metered Parking

Jason Bird is the City of Bangor's Community and Economic Development Officer and is the City staff liaison for Downtown Bangor Parking Committee. Jason presented and summarized the options that were considered by the Committee: things remain the same, zone parking, metered parking, or a license plate reader system. These options were looked at in an effort to eliminate the prevalent car shuffling which occurs throughout the downtown by employees of local businesses.

The Committee voted to focus on small scale implementation of meters with pay kiosks. The suggested rate is for \$1.00/hour with no restriction on time limit.

Discussion ensued with comments supporting the movement towards meters. Local business owners polled some of their clients who seemed to be fine with the idea of paying for parking.

Betsy made a motion to support the recommendation from the Downtown Parking Advisory Committee and Molly seconded. The entire Board was in favor.

2016 Board and Executive Committee Vacancies

Stephen updated the Board on the FY2016 vacant seats. They include: At Large which can be anyone who lives, works, or owns a business/property in downtown; Service Business which is an owner or manager or employee of a professional or service business; the principal office for which is located within the District; and a downtown Resident. Two Directors, Josh and Betsy, are up for renewal of their second term.

The Nominating Committee is meeting with potential candidates, taking care to vet folks through conversations about why they would like to join the Board, their skill set, and ability to commit time to the various duties.

The timeline looks like the Nominating Committee will wrap up meetings in March, discuss in April, put forth recommendations in May and the full Board will vote in June. The anticipated start date for the new Board members is the July 2015 meeting.

Current Board members are encouraged to submit names of potential candidates to Caitlin or a member of the Nominating Committee.

Committee Updates

Networking and Outreach Committee - The Downtown Living Open House is scheduled for March 25 from 6 to 8 p.m. A call for Board members to volunteer for the event was given. The Committee also delivered its first round of Welcome Baskets to five new businesses in downtown. A sixth basket, for Sea of Cotton, will be delivered when the store opens.

Events Committee - The planning for the summer concert series, Cool Sounds, continues.

Beautification Committee – All of the Adopt A Garden sites are adopted and there is now a waiting list for folks who want to participate. The Committee is now focusing energy on developing the West Market Square kiosk.

Marketing Committee – The brochure and map were the discussion topic of March's meeting. Additionally, the Committee will be meeting on Tuesdays of this month (March) from 8:30 a.m. to 10 a.m. in the 2nd Floor Conference Room.

Other Business

The City of Bangor's Commission on Cultural Development will host, on March 11 at 6 p.m., a public forum on Arts and Culture in Bangor.

Greendrinks is on March 10 at Verve.

Business After Hours at the Bangor Daily News on March 12.

Maine Science Festival is on March 20, 21, and 22.

Being no other business, the meeting was adjourned.

To watch a full version of the Downtown Bangor Partnership's March 10 meeting, please visit:
<http://bangormaine.pegcentral.com/player.php?video=d6a4a31f5c33c07a5b0c86e736c898be>

Bangor Center Corporation
Profit & Loss Budget vs. Actual
 July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>	<u>Budget</u>
Income		
Advertising Co-op Rev (Offset)	2,000.00	
Opening Balance from Prev FY	0.00	3,500.00
Event Revenue		
Cool Sounds Vendor fees	267.00	
Event Revenue - Other	1,072.32	
Total Event Revenue	<u>1,339.32</u>	
Interest		
Interest	7.83	
Levy - Special Assessment	42,750.00	57,000.00
Other Income	1,975.00	
Sponsorships - Cash		
Cool Sounds	500.00	
Downtown Countdown	13,300.00	
Beautification Sponsor	2,000.00	
Total Sponsorships - Cash	<u>15,800.00</u>	
Total Income	<u>63,872.15</u>	<u>60,500.00</u>
Gross Profit	63,872.15	60,500.00
Expense		
Networking & Outreach	645.96	750.00
Beautification		
Adopt a Garden	0.00	0.00
Misc/Other	0.00	250.00
Banners	0.00	0.00
Equipment	0.00	0.00
Holiday Lighting & Decoration	1,148.61	2,500.00
Kenduskeag Stream Flower Boxes	3,800.00	2,500.00
Streetside Flower Boxes	2,015.00	2,500.00
Total Beautification	<u>6,963.61</u>	<u>7,750.00</u>
Contract Services		
Accounting Fees	0.00	650.00
City Economic Dev Services	18,809.48	30,000.00
Total Contract Services	<u>18,809.48</u>	<u>30,650.00</u>
General & Administrative		
Other	742.75	
Legal Advertising	2,122.00	4,500.00
Event Registrations/Fees	0.00	200.00
Insurance	2,309.00	1,800.00
Memberships/Registration Fees	448.00	400.00

Bangor Center Corporation
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>	<u>Budget</u>
Postage & Mailing Services	5.25	75.00
Printing & Copying	180.95	200.00
Supplies	0.00	250.00
General & Administrative - Other	35.00	
Total General & Administrative	<u>5,842.95</u>	<u>7,425.00</u>
Liaison		
Public Safety- DT Officer	10,000.00	10,000.00
Total Liaison	<u>10,000.00</u>	<u>10,000.00</u>
Marketing		
CVB Guidebook Underwrite	6,210.00	1,500.00
Discover Downtown Rollout	100.00	3,000.00
Holiday Marketing/Promo	4,050.00	3,000.00
Marketing Other	0.00	150.00
Advertising Co-op Exp (Offset)	0.00	3,000.00
Contract Services	685.00	1,500.00
Advertising-General	0.00	3,000.00
Brochures	1,018.00	500.00
Email Newsletter Service	120.00	500.00
Website	3,262.50	
Web Hosting & Domain	249.00	250.00
Total Marketing	<u>15,694.50</u>	<u>16,400.00</u>
Events		
Santa's Workshop		
Misc/Other	0.00	100.00
Food & Beverage	75.00	
Contract Labor	275.00	375.00
Total Santa's Workshop	<u>350.00</u>	<u>475.00</u>
Halloween		
Misc/Other	260.94	400.00
Marketing	30.00	
Prizes & Gifts	0.00	100.00
Performers/Speakers	0.00	1,600.00
Food & Beverage	0.00	50.00
Equipment & Supplies	0.00	100.00
Total Halloween	<u>290.94</u>	<u>2,250.00</u>
Cool Sounds		
Misc/Other	0.00	400.00
Marketing	500.00	
Performers/Speakers	0.00	4,900.00

Bangor Center Corporation
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	<u>Jul '14 - Jun 15</u>	<u>Budget</u>
Equipment & Supplies	1,040.07	250.00
Total Cool Sounds	1,540.07	5,550.00
Downtown Countdown		
Misc/Other	935.17	500.00
Marketing	0.00	2,000.00
Venues	400.00	1,000.00
Prizes & Gifts	0.00	500.00
Performers/Speakers	3,885.80	10,000.00
Food & Beverage	31.26	500.00
Equipment & Supplies	4,742.43	1,000.00
Contract Labor	5,000.00	5,000.00
Total Downtown Countdown	14,994.66	20,500.00
Total Events	17,175.67	28,775.00
Total Expense	75,132.17	101,750.00
Net Income	-11,260.02	-41,250.00

Downtown Bangor Partnership

Committee Reports

April 13, 2015

Beautification Committee

March 27, 2015

- We thought we were going to keep lights up in the park year round. But will have to take them down May 2. (Annette will try to unplug all the lights as soon as she can.)
- Spring clean-up has moved from April to May 2. During this event, volunteers will take down Main Street and park lights, clean-up graffiti, and any new painting that may need to be done.
- The Big Dig will be May 16. The Committee needs to write a letter to Lowe's about donating flowers and topsoil. Talk to Karen and Marc about what Lowes donated last year. (Note: Marc is leaving Lowe's. New contact is Tim Noyes and Mark Gehan.) We have lots of seedlings for volunteers to plant. Anyone who wants to help should come to the Big Dig, even if they did not adopt a garden.
- Talk to Public Works about lowering flower boxes on Central St. bridge. This way it won't be as easy for people to grab flowers as they walk by and destroy the planters. This year the Committee will plant the boxes as opposed to previous years when sponsorship money had funded planting by Austin Landscaping (\$3,800).
- To do: Is West Market Square being planted and by who?
- Karen attended the City's tree board meeting and reported to the Committee about what they talked about. The Committee agreed that trees in downtown should be larger and should focus some resources on obtaining these. Kate will find an arborist to help us take stock of the trees we do have.
- The DBP pays to have Sprague's Nursery plant 29 street-side planters at \$65 each. Sponsorship is needed for this to continue. The committee worked on a map of the placement they would like.
- They would like to see more trash cans throughout downtown. Caitlin contacted Public Works and they are going to ask permission to accept more trash pick-up if the DBP provides more receptacles.
- To do: Talk with Lowe's about Gomez Park clean up this August.

Executive Committee Meeting

April 6, 2015

- Priorities outlines for FY 2016 for the EC committee are as follows:
 - Updating the By Laws
 - Creating job descriptions for:
 - Exec. Committee (in process now)
 - Committee Chairs
 - Staff Liaison
 - Budget
 - FY 2016 budget (in process)
 - Cleaning up Quick Books
 - Creating a 5-year plan for DBP budget

Nominating Committee Meeting

Throughout March/April

Nominating committee has been working throughout March and the beginning of April to interview potential board candidates to fill the current board vacancies. As of right now we have 13 candidates to

fill 3 seats. Nominating committee will be recommending a slate to the full Board at the May Board meeting. Terms commence July 1, 2015.

Marketing Committee Meeting

April 7, 2015

- Caitlin provided updates on the website and brochures. Both are coming along nicely. (Marketing is working with Linear to redesign brochures to fit into an 11 x 17 format which will be more cost effective to print.)
- Website planning meetings every Tuesday at 8:30 a.m.
- Josh G. asked the Marketing Committee to help advertise and promote Cool Sounds. Lisa thinks we should use grassroots and social media to help advertise instead of spending lots of cash.
- Waterfront Concerts would like to work with us on offering maps of the downtown and discount coupons for downtown businesses in their hotel packs.
 - To-do: Caitlin and Annette to talk with Elissa
- Meeting on Monday (4/13) at 8:30 to put all of our dates for the rest of this year and next on a calendar. We would like to take this calendar to the Board meeting and have other committees put their information and dates on it as well.
- To-do: Caitlin can you please put together a list of what the marketing comity did last year and when, or let me know where I can find that info?