

**DOWNTOWN BANGOR PARTNERSHIP  
BOARD OF DIRECTORS  
Tuesday, June 9, 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. Maine Harley Owners Group Rally (Guest: Cliff Lippitt) *10 minutes*
2. Annual Re-Establishment/Reporting Update (Caitlin) *5 minutes*
3. Discussion of FY2015 Candidates for Board of Directors (All) *10 minutes*
4. Election of FY2016 Board of Directors (Stephen) *10 minutes*
5. Election of FY2016 Officers (Stephen) *5 minutes*
6. Other Business (Stephen) *10 minutes*

**ADJOURNMENT**

Future Board Meetings:

July 14 at 8:30 a.m. (Council Chambers)

Future Marketing Committee Meetings:

July 7 at 8:30 a.m. (2<sup>nd</sup> Floor Conference Room)

Future Networking and Outreach Committee Meetings:

TBD

Future Beautification Committee Meetings:

TBD

Future Events Committees Meetings:

July 1 at 4:30 p.m. (84 Harlow Street/The Beta Agency)

**DOWNTOWN BANGOR PARTNERSHIP  
BOARD OF DIRECTORS  
Tuesday, May 12, 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:** Julie Baker-Leaden, Annie Cambridge, Annette Dodd, Josh Gass, Gibran Graham, Karen Foley, Heather Furth, Betsy Lundy, Ben Sprague, Dan Sykes

**Others:** Caitlin Brooke, Staff Liaison

**Excused Absence:** Kate Bielinski, Kate Grover

**Unexcused Absence:** Jen Brooks, Nazrin Dixon

**CALL TO ORDER**

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

**CONSENT AGENDA**

1. Approval of Meeting Minutes for April 14, 2015
2. Committee Updates
3. Financial Report

Molly moved to approve the Consent Agenda. Karen seconded the motion, which was approved unanimously.

**DISCUSSION ITEMS**

**1. Nomination Committee Update – Presentation of Proposed Slate for New and Returning Board of Director Seats**

Caitlin passed around the proposed slate for new and returning Directors for the FY2016 Board of Directors of the Downtown Bangor Partnership. She also explained the process that the Nominating Committee went through to arrive at the slate. Molly noted that this is the first time, to her recollection, that the DBP has had more applicants for vacancies than actual vacancies. To this end, a process was developed to fairly weigh all of the candidates and make the best decision for the Board to move forward in support of its mission.

There are five vacancies on the FY2016 Board of Directors. They include: 3 At Large; 1 Service Business; 1 Downtown Resident. Two current At Large Directors will not be fulfilling their terms: Nazrin

Dixon and Stephen Boardway. Stephen explained to the Board that his business is growing with new international travel required.

In March the Nominating Committee put out the call to interested parties via social media, email, the current Board of Directors, and general word of mouth. Also in March, the Executive Committee ran a skills audit/survey for current Board members to determine areas in which the Board is strong, and areas it is weak. Based on this survey, the Nominating Committee had direction when reviewing candidate information. Candidates were asked to submit a resume and letter of interest to fulfill the application requirements. In April, the Committee reviewed application materials and selected candidates to meet with based on the needs of the Board and the requirements of the vacant (or to be vacant) seats. (Please note that some of the candidates who were well known to the Board did receive interviews with the promise of application materials to be submitted. If the application materials were never submitted, these candidates were taken out of the review process.) Members of the Nominating Committee and the Staff Liaison reported back to the full Committee about the interviews and based on the conversations and the application materials, the pool was narrowed down to five.

The next steps in the process will for the full Board to review the candidates and discuss the slate in Executive Session at the June Board meeting. During the Executive Session conversations about each candidate can be had privately with the entire group. Caitlin did request that Directors not ask questions directly to candidates but approach her or other members of the Nominating Committee. In June, after Executive Session, the vote will occur.

Also in June the Executive Committee slate will be presented. It was not presented in May so that Directors have ample time to come forward and submit their name for a position.

## **2. Approval of FY2015 Summary/FY2016 Work Plan and Proposed Budget**

Caitlin presented the FY2015 Summary and FY2016 Work Plan and Proposed Budget to the Board. She noted that this year the format was different as it was not an Annual Report, as the document has been called in previous years. In previous years, the Annual Report had been provided as a review of the partial year. By definition an annual report is a comprehensive report on a company's activities throughout the preceding year, not just a portion of it. Caitlin felt it was a fiscally responsible move to create the FY2015 Summary and FY2016 Work Plan and Proposed Budget for the DBP Board and City Council to review as part of the budget process, and create an actual Annual Report which would be presented in the fall to City Council. This would not only allow for the DBP to review its actual budget for the previous year but also introduce the new Council to the DBP. The DBP's bylaws also state it should report to Council "...not less frequently than semi-annually."

Molly made a motion to approve FY2015 Summary and FY2016 Work Plan and Proposed Budget, Karen second. All in favor.

## **3. Cool Sounds Update**

Josh gave an update on the planning for the 10<sup>th</sup> annual Cool Sounds Summer Concert Series and Fresh Air Market. He reported that the event would be moved to West Market Square due to the direction of the City's Business and Economic Development Committee. The Events Committee is working on getting vendors for the Fresh Air Market and waiting for sponsorships to continue moving forward with stages, sound, bands, etc. Caitlin noted that sponsorship is around \$10,000 with a goal of \$15,000. She thanks Directors who have helped out with those efforts for their help. Ben requested that Caitlin send the sponsorship sheet around the Board again.

#### **4. Downtown Countdown Update**

Caitlin updated the Board about the status of conversations with organizations who may be interested in planning/coordinating Downtown Countdown. One meeting has taken place with a few conversations in the works. Josh, Heather M., and Caitlin are working to find organizations who are interested in having discussions about the event and its future path. Input from the Board was requested about which organizations may be a good fit.

Discussions took place about next steps if a partner is not found to take over responsibility of Downtown Countdown. It was decided that the conversation would continue in June after potential partnerships had been vetted.

Conversation moved into the realm of fundraising and how the Board can create a consolidated sponsorship package to approach businesses with once a year. That way a business can see all of the events outlined for the year and work with the Board to figure out which best suits their needs.

#### **5. Other Business**

Gibran mentioned that two new downtown businesses have been approved for liquor licenses: Evenrood's and Massimo Pizza Bar.

Caitlin thanks Bangor Greendrinks and Central Street Farmhouse for their donations to the Adopt A Garden program which will host its Big Dig Day on Saturday, May 16.

Betsy updated the Board on the status of the Downtown Parking Advisory Committee. At the last Business and Economic Development Committee meeting, the Committee voted to discontinue discussions and movement towards metered parking in downtown. She noted this was the opposite direction recommended by the Downtown Parking Advisory Committee as well as the Downtown Bangor Partnership.

Launchpad's All Roads Music Festival will be held on May 16 and Greendrinks hosted its 5 year anniversary party on Tuesday, May 12.

Being no other business, the meeting was adjourned.

To watch a full version of the Downtown Bangor Partnership's May 12 meeting, please visit: <http://bangormaine.pegcentral.com/>

**Bangor Center Corporation**  
**Profit & Loss Budget vs. Actual**  
July 1, 2014 through June 3, 2015

	<u>Jul 1, '14 - Jun 3, 15</u>
<b>Income</b>	
Advertising Co-op Rev (Offset)	2,250.00
Opening Balance from Prev FY	0.00
<b>Event Revenue</b>	
Halloween Fees	0.00
Misc Event Vendor fees	0.00
Downtown Countdown Vendor fees	0.00
Cool Sounds Vendor fees	1,192.00
Event Revenue - Other	1,072.32
<b>Total Event Revenue</b>	<u>2,264.32</u>
Interest	8.60
KTrail Signs - Restricted Inc	0.00
Levy - Special Assessment	57,000.00
Other Income	1,975.00
<b>Sponsorships - Cash</b>	
Other/Misc	0.00
Halloween	0.00
Cool Sounds	2,000.00
Downtown Countdown	13,300.00
<b>Beautification Sponsor</b>	
Adopt a Garden Sponsor	0.00
Beautification Sponsor - Other	2,526.00
<b>Total Beautification Sponsor</b>	<u>2,526.00</u>
Event Sponsorships	0.00
Sponsorships - Cash - Other	0.00
<b>Total Sponsorships - Cash</b>	<u>17,826.00</u>
<b>Total Income</b>	81,323.92
<b>Cost of Goods Sold</b>	
Cost of Goods Sold	0.00
<b>Total COGS</b>	<u>0.00</u>
<b>Gross Profit</b>	81,323.92
<b>Expense</b>	
Networking & Outreach	720.96
Bank charge-stop payment	0.00
<b>Beautification</b>	
Adopt a Garden	151.14
Misc/Other	0.00
Downtown Proud	0.00

**Bangor Center Corporation**  
**Profit & Loss Budget vs. Actual**  
July 1, 2014 through June 3, 2015

	<b>Jul 1, '14 - Jun 3, 15</b>
<b>Banners</b>	0.00
<b>Equipment</b>	0.00
<b>Holiday Lighting &amp; Decoration</b>	1,148.61
<b>Kenduskeag Stream Flower Boxes</b>	3,800.00
<b>Streetside Flower Boxes</b>	2,015.00
<b>Beautification - Other</b>	0.00
<b>Total Beautification</b>	7,114.75
 <b>Contract Services</b>	
<b>Survey/Planning</b>	0.00
<b>Accounting Fees</b>	0.00
<b>City Economic Dev Services</b>	28,426.78
<b>Contract Services - Other</b>	0.00
<b>Total Contract Services</b>	28,426.78
 <b>General &amp; Administrative</b>	
<b>Other</b>	742.75
<b>Legal Advertising</b>	4,269.00
<b>Event Registrations/Fees</b>	0.00
<b>Insurance</b>	2,309.00
<b>Memberships/Registration Fees</b>	448.00
<b>Postage &amp; Mailing Services</b>	5.25
<b>Printing &amp; Copying</b>	180.95
<b>Supplies</b>	0.00
<b>General &amp; Administrative - Other</b>	35.00
<b>Total General &amp; Administrative</b>	7,989.95
 <b>Liaison</b>	
<b>Public Safety- DT Officer</b>	10,000.00
<b>Liaison - Other</b>	0.00
<b>Total Liaison</b>	10,000.00
 <b>Marketing</b>	
<b>CVB Guidebook Underwrite</b>	6,210.00
<b>Discover Downtown Rollout</b>	100.00
<b>Holiday Marketing/Promo</b>	4,050.00
<b>Marketing Other</b>	0.00
<b>Advertising Co-op Exp (Offset)</b>	0.00
<b>Contract Services</b>	685.00
<b>Advertising-Events</b>	0.00
<b>Advertising-General</b>	0.00
<b>Brochures</b>	1,018.00
<b>Email Newsletter Service</b>	120.00
<b>Website</b>	3,262.50

**Bangor Center Corporation**  
**Profit & Loss Budget vs. Actual**  
 July 1, 2014 through June 3, 2015

	<u>Jul 1, '14 - Jun 3, 15</u>
Web Hosting & Domain	249.00
Marketing - Other	0.00
<b>Total Marketing</b>	<b>15,694.50</b>
<b>Events</b>	
<b>Santa's Workshop</b>	
Misc/Other	0.00
Marketing	0.00
Venues	0.00
Prizes & Gifts	0.00
Food & Beverage	75.00
Equipment & Supplies	0.00
Contract Labor	275.00
Santa's Workshop - Other	0.00
<b>Total Santa's Workshop</b>	<b>350.00</b>
<b>Halloween</b>	
Misc/Other	260.94
Marketing	30.00
Venues	0.00
Prizes & Gifts	0.00
Performers/Speakers	0.00
Food & Beverage	0.00
Equipment & Supplies	0.00
Contract Labor	0.00
Halloween - Other	0.00
<b>Total Halloween</b>	<b>290.94</b>
<b>Cool Sounds</b>	
Misc/Other	25.00
Marketing	500.00
Venues	0.00
Prizes & Gifts	0.00
Performers/Speakers	0.00
Food & Beverage	0.00
Equipment & Supplies	1,040.07
Contract Labor	0.00
Cool Sounds - Other	0.00
<b>Total Cool Sounds</b>	<b>1,565.07</b>
<b>Downtown Countdown</b>	
Misc/Other	935.17
Marketing	0.00
Venues	400.00

**Bangor Center Corporation**  
**Profit & Loss Budget vs. Actual**  
July 1, 2014 through June 3, 2015

	<u>Jul 1, '14 - Jun 3, 15</u>
Prizes & Gifts	0.00
Performers/Speakers	3,885.80
Food & Beverage	31.26
Equipment & Supplies	4,742.43
Contract Labor	5,000.00
Downtown Countdown - Other	0.00
<b>Total Downtown Countdown</b>	<b>14,994.66</b>
Contract Labor	0.00
Equipment & Supplies	0.00
Food & Beverage	0.00
Performers/Speakers	0.00
Prizes & Gifts	0.00
Venues	0.00
Events - Other	0.00
<b>Total Events</b>	<b>17,200.67</b>
KTrail Signs - Restricted Exp	0.00
Reserve	0.00
Reconciliation Discrepancies	0.00
<b>Total Expense</b>	<b>87,147.61</b>
<b>Net Income</b>	<b>-5,823.69</b>

**DOWNTOWN BANGOR PARTNERSHIP  
BOARD OF DIRECTORS  
Tuesday, June 9, 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.*

**FY2016 Board of Directors**

**Proposed Directors**

Renewals

Betsy Lundy (2<sup>nd</sup> term, At Large)

Josh Gass (2<sup>nd</sup> term, Merchant/Entertainment)

New Directors

Dan Belyea (Downtown Resident)

Santiago Rave (At Large, *Santiago will be filling Nazrin Dixon's unexpired term and will be eligible for two full terms in FY2017*)

Amon Purinton (At Large, *Amon will be filling Stephen Boardway's unexpired term and will be eligible for two full terms in FY2017*)

Andrew Soucier (At Large)

Anne-Marie Storey (Service Business)

**FY2016 Executive Committee**

**Proposed Officers**

President – Molly Briggs

Vice President – Josh Gass

Secretary – Heather Furth

Treasurer – Heather McCarthy