

Meeting Minutes
Board of Directors - Grand Haven Main Street
Thursday, July 11, 2024 - Time 7:30am
Grand Haven City Hall - Council Chambers

1. Meeting called to order at 7:31am
2. Members present: Joyce Workman, Chris Weavers, Laura Girard, Robert Monetza, Todd Hancock, Kelly Larson, Lynn Negen, Melita Ewbank
3. Members Absent: Todd Anthes, Cara Galbavi, Nathan Patterson
4. Review of Mission & Vision Statements both by Joyce Workman
5. Nathan Patterson arrives to meeting at 7:34am
6. Review and Approve of the Consent and Regular Agenda motion by Melita Ewbank, 2nd by Nathan Patterson. All present members agree
7. Call to audience: no visitors
8. Motion to move agenda item 8 closed Session - Personnel Evaluation to item 12. Motion by Kelly Larson, 2nd by 2nd Bob Monetza. All Present members agree
9. Consent Agenda
 - a. Approve minutes from June 13, 2024 Board meeting
 - b. Accept May Minutes from Promotions, Preservation & Place, Organization, & Recruitment & Retention Committees Motion by Melita Ewbank, 2nd by Nathan Patterson, all present agree
10. Treasurer's report for year financials ending 6/30/2024. Chris Weavers everything looks good for end of year. DDA is in the black \$40,000.00. money goes back into cash reserves. Chandi will get board members a historic view of how money has been used. That will give Board members better idea and with Strategic plan can make discussion on if money should stay as reserve or spent on specific project.
11. New Business
 - a. Board Self assessment & review
 - b. Accreditation - self Assessment

Board Chair Joyce Workman was disappointed that only 6 out of 10 members filled out assessment, and only 4 evaluations were filled out. Chandi will send out copies of results for further review. Results were reviewed and lined up for the most part. Chandi had a Board volunteer handbook for members. The survey will help train board members and help keep the Strategic plan in focus. During discussion it was noted that we still have 3 board openings. Survey Summary attached
12. Committee updates:
 - A. Preservation & Place Alex Amores updated there was discussion about Local Art around town weather it total falls under DDA or is there another City Committee is falls under to since there are art pieces in and out of district. Having empty windows in building that don't currently Have businesses in them. How can they get ahold of building owners and get flyers in some o windows showing district events while building is in transition.
 - b. Organization Laura Girard updated that there are 4 new members. Lynn Negan also suggested that we contact Andy Kaufman he does have marketing experience that would be helpful. New website is also very close to launch. Accreditation self-Assessment due Aug 30th to Michigan Main Street August 28th Mixer Main Street to be in social district Laura is working on pulling mixer together.
 - c. Recruitment & Retention - Nathan Patterson discussed the event running in 1st block, Working on business owner packet, getting a property owner list for reference. Chandi says there is software she can access with State. Laura Girard did talk about importance of maintaining contact with property owners.
 - d. Promotions: Taste of Grand Haven is ramping up, Chow Down Centertown will be

approved at next meeting, Bones about town is proceeding

13. Directors report: new Volunteer Handbook and make sure you can access google docs for DDA

14. Chair's report

a. Goals revisited, reminder to keep on task in committees for goals

b. Branding use motion to use the new branding in all DDA events and marketing for all product with DDA director approval. Motion by Chris Weavers, 2nd by Kelly Larson. All present members approve.

Todd Hancock leaves meeting at 8:33am

15. Consideration by Grand Haven MSDDA Board to enter into Closed Session to consider a periodic personnel evaluation pursuant to Section 8(1)(a) of the Open Meetings Act, as requested by the employee. Motion by Joyce Workman, and 2nd by Bob Monetza. All present members approve. Go into Close session at 8:33am

15. Public session opens back up at 9:24am

Todd Hancock had returned to meeting during closed session

Motion to amend budget . Motion by Joyce workman, 2nd by Chris Weavers Roll call for motion. Joyce Workman yes, Chris Weavers yes, Laura Girard Yes, Robert Monetza, yes, Todd Hancock yes, Kelly Larson Yes, Lynn Negen, Nathan Patterson yes, Melita Ewbank yes

16. No visitors in gallery

17. Adjourn at 9:26am motion by Joyce Workman, 2nd by Kelly Larson

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1. Grand Haven MSDDA Board entered into Closed Session to consider a periodic personnel evaluation pursuant to Section 8(1)(a) of the Open Meetings Act, as requested by the employee. Close session called to order at 8:33am
2. Members present: Joyce Workman, Chris Weavers, Laura Girard, Robert Monetza, Kelly Larson, Lynn Negen, Melita Ewbank
3. Minutes taken by Laura Girard secretary of Grand Haven MSDDA Board of Directors
4. The same review form that was used for all previous hires was used for Chandi Pape's current review. It was noted by multiple members that it should be updated before next review. Joyce will work with Laura at MSDDA
5. It was discussed that with it being Chandi's first year there isn't a previous year to base improvement. The evaluation results average was above expectations to extraordinary in Tasks, and above average to extraordinary with all other categories. (see attachment from BOD Chair)

Additional Comments: Impressed with her Knowledge of all things MSDDA, Amazed at all she has accomplished in one year, Accomplished so much....with how much direction?

6. Chandi Pape spoke that in this first year she has built good relationship with City department staff. This has helped when issues have come up and when events that we need city help with. DDA also uses City services and Chandi has ben able to work with these departments like finance, HR, to gets information and issues resolved. She has worked to get to know stakeholders even those who didn't normally engage. Secured \$10,000.00 sponsorship for holiday lighting

Chandi is Requesting \$67,000.00 she based this on scale levels of managers within the City of Grand Haven and based on other DDA directors in other same level Cities within Michigan (see attachment)

7. Todd Hancock enters meeting at 9:10am

8. There was discussion of not being able to maintain the salary level, under the bylaws a raise must be given for a positive review. The BOD doesn't want to price itself out and not be able to maintain increases in the future. There was also discussion of how well Chandi has done without clear direction from the board.

9. Taking into consideration the new overtime law going into effect, and performance Kelly Larson proposed \$61,000.00 per year, plus benefit package that was previously voted on.

10. Motion by Kelly Larson, 2nd by Joyce Workman all present members in favor of raise Chandi Pape wage to increase to \$61,000.00 plus benefit package that was previously voted on.

11. Motion to leave closed session at 9:26am. Motion by Joyce Workman and 2nd by Kelly Larson. All present members agree.