

DBDA Board of Directors

July 5, 2012 Minutes • Watauga County Library

Board members in attendance: Dempsey Wilcox, Evelyn Suddreth, Sherrie Moretz, Jill Reeves, Marsha Wapole, Andy Stalling, Jamie Goodman, Lynne Mason

Staff in attendance: Pilar Fotta

Dempsey called the meeting to order at 8:39 a.m.

Motion to approve agenda: Andy Stalling; seconded: Evelyn. All approved.

Motion to approve minutes: Marsha; seconded: Jill. All approved.

Budget: With Jason absent, Pilar presented the budget and financial report. One question that has arisen is how to set the budget. MSD funds are set from the town; DBDA funds pay insurance, etc and are reimbursed by the town. That account is not accurate representation of how we spend our funds, since we are not actually spending any of that money. Pilar talked with Pricilla Norris, CPA about possible ways to reorganize this. Andy suggested setting up a counter-account and including a line item for the transfers.

Dempsey mentioned we did not spend all funds this year, if we want to do something with sidewalks, etc. Pilar mentioned that DBDA is unique in that we can “save” MSD funds to rollover each year. Having these funds puts in a much better position to be able to try to partner with the Town on projects.

Pilar is getting ready for the audit, brought all books for the fiscal year and invited anyone to stay after the meeting and look through them. Pilar also said that Pricilla is planning to help us clear up complications that remain on the books from the transfer to the Town last year.

Pilar then mentioned that the Board might want to consider contracting out financial responsibilities, in order to maintain fluidity, and suggested a work session to discuss this possibility. Andy and Marsha asked about cost for this. Dempsey and Pilar agreed the cost would be justifiable, and would likely require less than 10 hours/month. Discussion ensued regarding the various activities that the accountant would handle, including how this person would provide a level of accountability that is separate from the Executive Director. Lynne mentioned that there should be a written policy procedure that would provide exact instructions and also ensure if the accountant changed, the transition would be seamless.

Was agreed that this conversation would take place at an organizational meeting to follow the Annual Meeting (see below for details).

Motion to approve current Budget: Marsha; seconded: Andy. All approved.

Annual Meeting / Organizational meeting: Must have the annual meeting within 60 days of the start of the fiscal year. After a brief discussion it was agreed to set the organizational meeting for after the annual meeting. The annual meeting date was set for **Thursday, August 30 from 6-7pm, Library first choice, Ag Extension building** and **approved by acclamation**. Organizational meeting will be set at the first meeting to include the new board members (following the annual meeting).

Town of Boone Contract: Time for renewal of contract, Pilar is going to ask the Town Council to include a request for review and renewal on the July agenda. The Board will wait to see if the Town has any changes before approving the final contract for the year. Dempsey suggested that we as a board already approve the format that Pilar will initially present, since we approved this contract last year. All agreed.

Arts Council Response: Received a reimbursement check back from the Watauga County Arts Council board with no note.

Cultural Resources Board: The new board has been set, 9 members, Lynne said there is a good representation of arts and cultural individuals. She did not have a list of the names with her but said the town should be making those public soon.

Board of Directors status: Brad Harmon has resubmitted his application for renewal. Janet Mahala is no longer with Mast Store, therefore Sherrie Moretz has submitted her application to take over this position. Dempsey has agreed to serve another term, but would like to defer the Chair position. Theoretically all officer positions are open (valid for only one year), if anyone is interested.

The board also needs to fill a third seat, there is an attorney who might be a good fit, his office is located near the courthouse (business district) which is underrepresented on the board. Pilar, Dempsey and Jamie will try to contact him.

Appalachian Theater update: The group will soon be meeting with Whitney Jones consulting to hear their final recommendations. Dempsey recommended that the meeting include the AT finance executive committees as well as the entire DBDA board. Pilar agreed to try to set a meeting for **July 11 at 8:30 a.m.**

Economic restructuring / Parking: Discussion ensued about how Howard Street improvements and a trial for parking meters. These items were discussed at the Town of Boone Council budget retreat. It was suggested that we get this topic on the July Council agenda.

Marsha asked if we need to determine the amount we are willing to match parking meters. Lynne suggested looking at models with the pay stations, thinks this is cleaner, gave Raleigh as an example. In some towns they are commonly placed every six spaces (to serve the three on either side). Sherry also suggested two meters on one pole as an option for some places.

Marsha asked what is the quickest way to set up a test, and that the original idea was to use spare meters from Queen Street, these may not be available now. Pilar suggested revisiting the recommendations from the Parking Committee and the spring retreat.

Jill suggested that one hour is not enough for folks to eat lunch, shop. Pilar mentioned that in previous conversations, it had been discussed that parking spaces on King Street and in the closest proximity to the university will have to be more limited, and more options for longer-term parking would be set up further away from King Street and the university. Jill

asked if this would encompass Howard Street, and Dempsey reminded us there is very little public parking there.

Andy asked if the parking ticket committee was separate, Pilar affirmed and mentioned that a fair number of appeals come through that committee.

Dempsey suggested that in lieu of a meeting of the parking committee to set on paper the recommendation, we send the draft recommendation around via email for approval.

Motion that we will approve a letter by email: Marsha, Second: Jill. All approved.

Jones House Update: Pilar has been working to keep the Jones House going, art is up, reception is tomorrow night (7/06/2012), Pilar needs help serving drinks if possible. Also discussed wedding that was held for a fee of \$50, Pilar said products like toilet paper for this wedding cost more than the fee. The new Boone Cultural Resources Board will be reviewing this, they will start meeting this month.

Tunde Alofayan Famous completed a painting of the Jones House, Pilar passed a printed facsimile around.

Concerts are going well, Doc Watson memorial event was huge success. Sheri heard a comment from a participant that having the music down in the lawn corner was easier for people to see the artists and easier for more seating. Pilar also mentioned that they blocked off the parking spaces at the right of the lot for people with disabilities, and that Mark Freed suggested a stage in that corner could be beneficial.

Public Art: Pilar is trying to determine what the Cultural Resources Board will be overseeing, what we will continue to oversee, and that it would be important to have a conversation with the new Cultural Resources board.

Jamie and Pilar will work on setting up a Public Art Committee meeting.

Jamie will work to set up a Promotions Committee Meeting.

Motion to adjourn: Marsha; Seconded: Andy.

Meeting was adjourned at 9:49 a.m.

Minutes submitted by Jamie Goodman