

Minutes

February 28, 2019

A meeting of the St. Joseph Downtown Community Improvement District board of directors was held on Thursday, February 28, 2019 from 8:35 am to 9:26 am at the Allied Arts Council conference room, 128 S. 8<sup>th</sup> St. Directors present were: Ron Barbosa, Teresa Fankhauser, Brett Carolus, Pat Dillon, Joe Houts and Rhabecca Boerkircher. Directors absent were: John Spencer and Bobbi Jo Hausman.

**Call to Order:** Chairman, Ron Barbosa called the meeting to order at 8:35 am. Ron Barbosa welcomed Brett Carolus to the board of directors.

**Approval of Meeting Minutes:** Pat Dillon made a motion to approve the meeting minutes as written. Teresa Fankhauser seconded the motion and the board voted in favor (5-0).

**Financial Report:** Joe Houts gave a report on the finances of the organization. He stated that they need a new signature card on the account and suggested that Ron Barbosa and Rhabecca Boerkircher be the signatures. He asked Teresa to work with him on devising an internal policy to present to the board. Brett Carolus made a motion to have Joe Houts and Teresa Fankhauser develop an internal policy for the organization to include an accounting control policy, who is eligible to write checks and for how much, signatures on the account and the limit required for dual signatures. Pat Dillon seconded the motion and the board voted in favor with the exception of Joe Houts who abstained (4-1).

**Strategic Plan:** The board discussed the proposed strategic plan for downtown. Pat Dillon made a motion to endorse the plan moving forward but that the plan is non-binding to the CID and the board will make decisions on what elements to fund on a case by case basis. Teresa Fankhauser seconded the motion and the board voted in favor (5-0).

**Maintenance Bids:** Rhabecca Boerkircher inquired if the board would like for her to obtain maintenance bids. It was the consensus of the board to get bids.

**Other Business:**

**Music Hall of Fame Wall:** The board discussed the Music Hall of Fame Wall that it part of the proposed improvements to Felix Street Square. Rhabecca Boerkircher explained that they need to raise \$2,000 to put together a bid package to determine how much the wall would cost so that they can start fundraising. They are asking the downtown groups to each contribute \$500 toward the bid package cost. The Downtown Partnership and the Downtown Association have already pledged their support. Pat Dillon made a motion that they contribute \$500 toward the project. Joe Houts seconded the motion and the board voted in favor (5-0).

**Sculpture Walk:** Teresa Fankhauser told the board that they are short \$14,000 for this year's walk. The board has committed to \$10,000 and she asked if they would consider another \$5,000. Joe Houts made a motion to approve an additional \$5,000 to the sculpture walk. Pat Dillon seconded the motion and the board voted in favor (4-1), Teresa Fankhauser abstained.

**Meeting Dates:** Brett Carolus informed the board that he has conflicting meetings on July 25<sup>th</sup> and October 24<sup>th</sup> and asked if the board would consider moving the dates for those two meetings. The board was in agreement to work with him.

**Adjourn:** Brett Carolus made a motion to adjourn at 9:26 am. Pat Dillon seconded the motion and the board voted in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rhabecca Boerkircher", with a stylized, flowing script.

Rhabecca Boerkircher  
Executive Director