

**Downtown Boone Development Association
Board of Directors Meeting
Wednesday, November 3, 2010
9 a.m. Watauga County Library**

Recorded Attendance

Board: Sheri Moretz, Mast General Store – Secretary; Dempsey Wilcox, Property Owner-President; Marianne Doan, RBC Bank; Andy Stallings, Property Owner; Sam Ratchford, Vidalia Restaurant; Dan Meyer, proxy for Omer Tomlinson, Boone Chamber; Bob Meier, Doe Ridge Pottery – Vice President
Staff: Mary Baker
Public: John Cooper, Mast General Store; Cherry Johnson, WAC & Jones House;

General Administration

The meeting was called to order at 9:10 a.m. by Dempsey Wilcox, president; however, no quorum was present.

The meeting proceeded with general discussion.

On the financial side, no big expenditures have been made. There are funds in the budget for the grant cycle.

Last month, the board approved a larger size, 18x30 inches, for the directional signs in downtown. If the new size is approved by Council, the frame and the base will need to be modified to accommodate them. The frame will be larger and a base is recommended to provide added support. The staff at Appalachian Signs & Design has come up with a design that will closely resemble the light poles, so it will tie in with the overall appearance of the downtown. The logo will be plasma cut on the top with the interior spaces being painted on so they are not too flimsy. ASD modified a DBDA logo during the planning stages to include a wind turbine, the board should consider if they would like the logo to be included in regularly used logo. Appalachian Signs has continues to find ways to reduce our costs, but we will need to find another \$1,700 to take care of the added expense of the larger frame. It was proposed that a budget amendment be considered.

The by-law changes have been approved along with timesheets, MSD policy, and office policy. These are online, so board members can download them to add to their board books.

The Façade Incentive Grant and Sign Incentive Grant applications have been updated and need board approval. The grant cycle will be selected by the Board but will be held twice each year, once during the first half of the fiscal year and once during the second half. Businesses that have been awarded a grant will not be eligible for another award for five years. Grants will be reviewed by the economic restructuring committee, which will then make recommendations to the Board for approval. All grants will be awarded on a reimbursement basis only, must be completed within the current fiscal year, and special consideration will be given to green initiatives and historic preservation measures.

Sheri Moretz made a motion to approve the Sign Incentive Grant and Façade Incentive Grant application and policy as presented and to establish the application period as November 5 through 19, with the award being made in December. The motion was seconded by Dan Meyer, who is attending as Omer Tomlinson's proxy. All those in attendance voted Aye, and voting will continue through a written meeting.

The Doc Watson Sculpture Project continues. We need 18-20 Front Row Supporters and currently have 13. Skip Greene has submitted a quote on installation at \$6,367, which will include bench, slab, and bricks. It is

hoped that the sculpture will be installed this spring.

Dan Meyer reported that his presentation on implementing the one-way street portion of the Howard Street plan was well received by the Town Council. The proposal was to use paint to establish bike lanes and sidewalks. Traffic flow would be headed toward Water Street. It has been referred to Blake Brown at Public Works.

Downtown Boo! had a bunch of kids. There were more at the library than ever before. King Street was packed with people and businesses enjoyed the event.

Andy Stallings reported that the MSD Task Force has been a unique political experience. At the last meeting, the Task Force voted on options for the future. Two were selected – moving forward with a new non-profit or the town taking it over. It was pointed out that the Task Force is only making a recommendation. There will be a public hearing after the recommendations are announced and before the vote by Town Council. The recommendations are slated for Tuesday, November 16; the public hearing is November 17 at 6 p.m.; and the actual vote will take place on November 18. DBDA members are encouraged to be in attendance at the hearing.

The next meeting of the MSD Task Force is Wednesday, November 10 at the Town Council Chambers. Anyone can attend these meetings.

The meeting was adjourned 10:01 a.m.

Minutes respectfully submitted for your approval

Sheri J. Moretz

**Downtown Boone Development Association
Online Vote of the Board of Directors
Friday, November 5, 2010 @ 3:30pm**

Façade Incentive & Sign Incentive Grants

The follow statement was emailed to the entire DBDA Board of Directors on Thursday, November 4, 2010, at 4:48pm.

“Sheri Moretz has made a motion, seconded by Dan Meyer, holding a proxy for Omer Tomlinson, to have an email, written, meeting in order to address the approval of the Façade and Sign Incentive Grant applications and period of application. In accordance with our by-laws, the DBDA Board of Directors can vote electronically on a single issue.

The approval to vote must be unanimous, as well as the outcome must be unanimous (no dissenting votes). A lack of response by the voting deadline will be recorded as the board member opting out of the vote, unless a specific message is sent otherwise. This vote will be included in meeting packet at the next applicable meeting.

Note: The DBDA Board of Directors did not have a quorum at its regular monthly meeting yesterday, but there is a very pressing issue that requires action now. Please review the applications for the Façade Incentive Grants and the Sign Incentive Grants that were a part of your meeting packet, then cast your vote on the motion to hold this vote and on the following motion:

Sheri Moretz has made a motion to accept the new grant applications as submitted and to establish the grant application period for this six months as November 5th through November 19th with the grant awards being in December. Dan Meyer, holding a proxy for Omer Tomlinson, seconded the motion.

Those consenting to online voting and voting in favor of both motions in person are Dempsey Wilcox, Marianne Doan, Andy Stallings, Sam Ratchford, Bob Meier, Dan Meyer, and Sheri Moretz.

Your vote needs to be cast by Friday, November 5th at 3:30 p.m.”

Copies of the proposed Façade Incentive Grant and Sign Incentive Grant were also emailed on Friday, November 5, 2010 at 10:56 am. Copies of the proposed grants could also be found on the DBDA Website during the voting period.

The motion was passed unanimously. Jamie Leigh opted not to vote.

Minutes respectfully submitted for your approval

Mary Baker

DBDA Director

From: DBDA Director [DBDA@boone-nc.org]
Sent: Friday, November 05, 2010 10:56 AM
To: 'DBDA Director'; 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; smith.linda@charter.net; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; brutus2830@yahoo.com; 'Andrew Stallings'; borhman@aol.com; carriephillips@boonedrug.com; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
Subject: RE: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm
Attachments: Sign Incentive Grant 2010-11.pdf; Facade Incentive Grant 2010-11.pdf

From: DBDA Director [<mailto:DBDA@boone-nc.org>]
Sent: Thursday, November 04, 2010 4:48 PM
To: 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; 'smith.linda@charter.net'; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; 'brutus2830@yahoo.com'; 'Andrew Stallings'; borhman@aol.com; 'carriephillips@boonedrug.com'; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
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Your vote needs to be cast by Friday, November 5th at 3:30 p.m.

Thank you.

Mary Baker
Director
Downtown Boone Development Association
Phone: 828/262-4532
Fax: 828/265-9403

DOWNTOWN BOONE DEVELOPMENT ASSOCIATION SIGN INCENTIVE GRANT PROGRAM INFORMATION SHEET 2010-2011

The purpose of the DBDA Sign Incentive Grant (SIG) Program is to encourage property owners and lease holders in the municipal service district of Boone to improve the appearance of downtown buildings. Any type of signage improvement is eligible for funding, but priority is given to those projects which will make the most highly visible contribution to the overall appearance of the downtown district. Grants may be used for exterior renovations only.

I. PURPOSES

- a) Provide economic incentive to renovate building signage in the municipal service district.
- b) Encourage good design projects which rehabilitate existing properties in keeping with the Secretary of the Interior's Standards for Rehabilitation whenever possible or introduce new design which is in keeping with the existing properties.
- c) Preserve the unique historic character of the municipal service district.

II. ELIGIBILITY

- a) The owner of any building, structure, located within the boundaries of the Downtown Boone Municipal Service District Official Map of July 2010 may submit an application for SIG funding. Owners and tenants may apply for SIG funding separately; however, any tenant must have the owner's/owners' written permission to carry out any renovation described in SIG application.

III. RULES

- a) Grants shall be awarded on a reimbursement basis only following the satisfactory completion as detailed in SIGN INCENTIVE GRANT APPLICATION. Up to one-half of the total cost for a sign may be approved with a maximum award of \$1000.00 per sign.
- b) All applications must include architectural drawings and/or explanations of work and construction bids.
- c) All projects must meet the code requirements of the Town of Boone.
- D) All projects must be completed within the time specified on the SIG AGREEMENT document.
- e) When the project is completed, the applicant must submit a written request for payment and include receipts, cancelled checks, invoices, or other proof of funds spent for the project. When the request for payment is received in

the DBDA office, the Economic Restructuring Committee will review the request for payment. The Economic Restructuring Committee shall report and present the SIG for approval by the DBDA Board of Directors and the Board will authorize DBDA Staff to draft a voucher for payment. The amount of reimbursement shall not exceed the terms outlined in these rules.

- f) A business will only be eligible for this grant award every five years.

IV. Timeline

- a) A grant period will be determined and announced by the DBDA Board of Directors, using electronic notices.
- b) Grant notifications will be made on a semi-annual basis during the calendar year.
- c) Grants awards will be dispersed on a reimbursement basis only.

CHECKLIST FOR SIGN INCENTIVE GRANT APPLICATIONS
2010-2011

_____ Complete application, including design plans or architectural drawings, owner's permission/signature, etc.

_____ Return three copies of the completed application to the DBDA office either by mail or by leaving the package for Mary Baker, Director for the DBDA at 736 West King Street, 262-4532

_____ The Economic Restructuring Committee will review the application as to cost, quality of proposed construction, materials, etc. If the application is approved by the Committee, it will be presented for approval by the DBDA Board of Directors. After review by the DBDA Board of Directors, DBDA Staff will be authorized to either: 1) If the application is approved, draw up a SIG Contract for agreement to be signed by the chair of the Economic Restructuring Committee and the applicant/applicants, or 2) If the application is not approved, draft a letter notifying the applicant of the final decision.

_____ The applicant completes the project as specified in the SIG Contract.

_____ The applicant submits a request for payment and the necessary documentation of expenses to the DBDA office within six months of completion of the project. The Economic Restructuring Committee reviews the request for payment and inspects the completed project. If the project has been completed satisfactorily, DBDA Staff will draft a voucher for payment and will mail it to the address on the grant application. Voucher authorization is subject to approval by the DBDA Board of Directors.

The applicant shall be responsible for reporting and paying any applicable federal, state, or local taxes on funds received through the SIG Program.

DOWNTOWN BOONE DEVELOPMENT ASSOCIATION - SIGN INCENTIVE GRANT APPLICATION

Please complete in ink and submit three copies to the DBDA office at 736 West King Street or mail to: *PO Box 362, Boone, NC 28607*

Property Owner Information

1) Property Owner's Name:

2) Mailing Address: _____

3) Phone: _____ Email: _____

Business Owner Information

1) Business Owner's Name:

2) Mailing Address: _____

3) Phone: _____ Email: _____

Property Information

1) Address of Property for which sign will be done:

2) Current Use of Building:

3) List names of all non-residential tenants – business and business owners/contact:

DOWNTOWN BOONE DEVELOPMENT ASSOCIATION FACADE INCENTIVE GRANT PROGRAM INFORMATION SHEET 2010-2011

The purpose of the DBDA Facade Incentive Grant Program is to encourage property owners and lease holders in the municipal service district of Boone to improve the appearance of downtown buildings. Any type of facade improvement is eligible for funding, but priority is given to those projects which will make the most highly visible contribution to the overall appearance of the downtown district. Grants may be used for exterior renovations only.

I. PURPOSES

- a) Provide economic incentive to renovate building facades in the municipal service district.
- b) Encourage good design projects that rehabilitate existing properties in keeping with the Secretary of the Interior's Standards for Rehabilitation whenever possible or introduce new design which is in keeping with the existing properties.
- c) Preserve the unique historic character of the municipal service district.
- d) Priority given to applications that incorporates visible energy efficiency techniques and initiatives, such as doors, windows, seals materials.

II. ELIGIBILITY

- a) The owner of any building, structure, or site located within the boundaries of the Downtown Boone Municipal Service District Official Map of July 2010 may submit an application for FIG funding.
- b) Owners and tenants may apply for FIG funding separately; however, any tenant must have the owner's/owners' written permission to carry out any renovation described in a FIG application. Said written permission must be attached to the FIG application in order for the application to be considered for possible funding under the FIG program.

III. RULES

- a) Grants shall be awarded on a reimbursement basis only following the satisfactory completion of an exterior facade renovation as detailed in an approved FAÇADE INCENTIVE GRANT APPLICATION. Up to one-half of the total cost for a renovation may be approved with a maximum award of \$2000.00 per facade.

- b) All applications must include architectural drawings and/or explanations of proposed work as well as cost estimates or construction bids. Any changes, additions, or deletions from the description of the proposed work as stated on the application and/or FIG Grant Agreement document must be pre-approved.
- c) All projects must meet the code requirements of the Town of Boone.
- d) All projects must be completed within the time specified on the FIG GRANT AGREEMENT document unless an extension of time has been approved by the DBDA Board of Directors.
- e) When the project is completed, the applicant must submit a written request for payment as well as receipts, cancelled checks, invoices, or other proof of funds spent for the project. When the request for payment is received in the DBDA office, the Economic Restructuring Committee & DBDA Board of Directors shall review the request for payment.
- f) Upon approval, DBDA Staff will be authorized to draft a voucher for payment and mail it to the address listed on the application. The amount of reimbursement shall not exceed the terms outlined in item A of these rules.
- g) Energy efficiency gives increased priority.
- h) A business will only be eligible for this grant award every five years.

IV. Timeline

- a) A grant period will be determined and announced by the DBDA Board of Directors, using electronic notices.
- b) Grant notifications will be made on a semi-annual basis during the calendar year.
- c) Grants awards will be dispersed on a reimbursement basis only.

**CHECKLIST FOR FACADE INCENTIVE GRANT APPLICATIONS
2010-2011**

- _____ 1. Request a grant application package from the DBDA office (Telephone 828-262-4532) or download an application from the DBDA Website, www.boone-nc.org.
- _____ 2. Complete application, including design plans or architectural drawings, owner's permission/signature, etc. An appointment for free NC Main Street Design assistance may be made if requested by the applicant.
- _____ 3. Return three copies of the completed application to the DBDA office either by mail or by leaving the package for Mary Baker at the DBDA Office, 736 West King St.
- _____ 4. Application will be given to the Economic Restructuring Committee of the DBDA for review. If the design for the project is approved, the Economic Restructuring Committee will present the application to the DBDA Board of Directors for approval. If the design for the project is not approved, the DBDA office will notify the applicant.
- _____ 5. The Economic Restructuring Committee will review the application as to cost, quality of proposed construction, materials, etc. If the application receives final approval, the DBDA Board of Directors will authorize the Downtown Director to draw up a FIG Grant Contract for agreement and signatures of the committee chair and the applicant/applicants. If the application is not approved after presentation to the Board of Directors, the DBDA Board will authorize DBDA Staff to draft a letter notifying the applicant of the final decision.
- _____ 6. The applicant completes the project as specified in the FIG Grant Agreement.
- _____ 7. The applicant submits a request for payment and the necessary documentation of expenses to the DBDA office.
- _____ 8. The Economic Restructuring Committee reviews the request for payment and inspects the completed project. If the project has been completed satisfactorily, the Economic Restructuring Committee will present the project for voucher approval by the the DBDA Board of Directors. Upon approval by the Board, DBDA Staff will be authorized to draft a voucher for payment and mail it to the address listed on the application.
- _____ 9. The applicant shall be responsible for reporting and paying any applicable federal, state, or local taxes on funds received through the FIG Program.

**DOWNTOWN BOONE DEVELOPMENT ASSOCIATION
FACADE INCENTIVE GRANT APPLICATION
2010-2011**

Please complete in ink and submit three copies to the DBDA office at 736 West King Street (Mailing address: PO Box 362, Boone, NC 28607).

OWNER INFORMATION

- 1) Property Owner's Name: _____
- 2) Mailing Address: _____
- 3) Phone: _____

PROPERTY INFORMATION

- 1) Address of Property for which facade will be done:

- 2) Current Use of Building: _____
- 3) List names of all non-residential tenants – business and business owner/contact:
- 4) Amount of street frontage: _____ 5) Building length: _____
- 6) Number of floors above ground: _____ 7) Number of floors below ground _____
- 8) Does building have any structural damages or areas in need of major repair? If so, please explain briefly:

DETAILS OF PLANNED FACADE

Describe the planned facade renovation as specifically as possible. Attach any architectural plans or work descriptions. If you have used the Main Street Design Consultant, you may submit that plan, indicating any changes such as color, awning type, etc. that you plan to make. Please include color chips of any proposed paint colors. Use a separate sheet if necessary.

RENOVATION INFORMATION (Continued)

- 2) Provide a detailed cost estimate or construction bid for the facade renovation for which you are applying for FIG funding. Use a separate sheet if necessary.

OWNER/APPLICANT SIGNATURE

I have read and agree to the rules outlined on the Facade Incentive Grant Program Information Sheet of the Downtown Boone Development Association. I understand that all funding for this program is on a reimbursement basis and that said funding will not be paid until the project outlined in this application is completed and approved by the Economic Restructuring Committee and with final approval by the DBDA Board of Directors..

I also agree to allow the Downtown Boone Development Association to use illustrations of this project within its publications and advertisements as the DBDA considers appropriate.

Signature of Property Owner

Date

Signature of Applicant If Different From Property Owner

Date

DBDA Director

From: Carrie Phillips [carriephillips@boonedrug.com]
Sent: Friday, November 05, 2010 12:00 PM
To: DBDA Director
Subject: Re: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

yes

----- Original Message -----

From: DBDA Director
To: 'DBDA Director'; 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; smith.linda@charter.net; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; brutus2830@yahoo.com; 'Andrew Stallings'; borhman@aol.com; carriephillips@boonedrug.com; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
Sent: Friday, November 05, 2010 10:55 AM
Subject: RE: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

From: DBDA Director [mailto:DBDA@boone-nc.org]
Sent: Thursday, November 04, 2010 4:48 PM
To: 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; 'smith.linda@charter.net'; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; 'brutus2830@yahoo.com'; 'Andrew Stallings'; borhman@aol.com; 'carriephillips@boonedrug.com'; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
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Your vote needs to be cast by Friday, November 5th at 3:30 p.m.

Thank you.

Mary Baker
Director
Downtown Boone Development Association
Phone: 828/262-4532
Fax: 828/265-9403

No virus found in this incoming message.

Checked by AVG - www.avg.com

Version: 9.0.864 / Virus Database: 271.1.1/3237 - Release Date: 11/05/10 03:34:00

DBDA Director

From: Dempsey Wilcox [dempsey@bryceholder.com]
Sent: Friday, November 05, 2010 11:01 AM
To: DBDA Director
Subject: RE: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

Do I need to reply by email? If so I vote "yes"!

Dempsey

From: DBDA Director [<mailto:DBDA@boone-nc.org>]
Sent: Friday, November 05, 2010 10:56 AM
To: 'DBDA Director'; Dempsey Wilcox; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; smith.linda@charter.net; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; brutus2830@yahoo.com; 'Andrew Stallings'; borhman@aol.com; carriephillips@boonedrug.com; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
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Director
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Phone: 828/262-4532
Fax: 828/265-9403

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Checked by AVG - www.avg.com
Version: 9.0.864 / Virus Database: 271.1.1/3237 - Release Date: 11/05/10 03:34:00

DBDA Director

From: lovinsgm@appstate.edu
Sent: Friday, November 05, 2010 11:22 AM
To: DBDA Director
Subject: Re: RE: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

Mary,

I vote in favor of the motion.

Thanks,
Greg

----- Original Message -----

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To: 'DBDA Director', 'Dempsey Wilcox', 'Robert Meier', 'Jason Berry', 'Sheri Moretz', 'Ritchie Jacobs', smith.linda@charter.net, "'Doan, Marianne (RBC Bank)'"', 'Greg Lovins', brutus2830@yahoo.com, 'Andrew Stallings', borhman@aol.com, carriephillips@boonedrug.com, "'Tomlinson, Omer C'"', 'Jamie Leigh', 'Lynne Mason'

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> Mary Baker
>
> Director
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> Downtown Boone Development Association

>
> Phone: 828/262-4532
>
> Fax: 828/265-9403
>
>
>
>

No virus found in this incoming message.
Checked by AVG - www.avg.com
Version: 9.0.864 / Virus Database: 271.1.1/3237 - Release Date: 11/05/10 03:34:00

DBDA Director

From: Jason Berry [jasonberry77@yahoo.com]
Sent: Thursday, November 04, 2010 11:01 PM
To: DBDA Director
Subject: Re: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

Follow Up Flag: Follow up
Flag Status: Flagged

I vote in favor of both motions.

Do you need any further action at this time from me?

Thanks-
Jason

Jason Berry

General Manager, Footsloggers Outdoor and Travel Outfitters
e s t a b l i s h e d 1 9 7 1
www.Footsloggers.com
Phone: 828.262.5111
Fax: 828.265.0459
139 South Depot Street
Boone NC 28607

--- On **Thu, 11/4/10**, **DBDA Director** <DBDA@boone-nc.org> wrote:

From: DBDA Director <DBDA@boone-nc.org>
Subject: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm
To: "Dempsey Wilcox" <dempsey@bryceholder.com>, "Robert Meier" <meier@doeridgepottery.com>, "Jason Berry smith.linda@charter.net", "Doan, Marianne (RBC Bank)" <marianne.doan@rbc.com>, "Greg Lovins" <lovinsgm@apcarriephillips@boonedrug.com>, "Tomlinson, Omer C" <Omer.Tomlinson@chartercom.com>, "Jamie Leigh" <Jamie.L>
Date: Thursday, November 4, 2010, 4:47 PM

Sheri Moretz has made a motion, seconded by Dan Meyer, holding a proxy for Omer Tomlinson, to have an e period of application. In accordance with our by-laws, the DBDA Board of Directors can vote electronically on (e-votes). A lack of response by the voting deadline will be recorded as the board member opting out of the vote at the meeting.

Note: The DBDA Board of Directors did not have a quorum at its regular monthly meeting yesterday, but there was a quorum for the Sign Incentive Grants that were a part of your meeting packet, then cast your vote on the motion to have the Sign Incentive Grants.

Sheri Moretz has made a motion to accept the new grant applications as submitted and to establish the grant applications for December. Dan Meyer, holding a proxy for Omer Tomlinson, seconded the motion.

Those consenting to online voting and voting in favor of both motions in person are Dempsey Wilcox, Marian

Your vote needs to be cast by Friday, November 5th at 3:30 p.m.

Thank you.

Mary Baker

Director

Downtown Boone Development Association

Phone: 828/262-4532

Fax: 828/265-9403

No virus found in this incoming message.

Checked by AVG - www.avg.com

Version: 9.0.864 / Virus Database: 271.1.1/3237 - Release Date: 11/04/10 04:42:00

DBDA Director

From: Borhman@aol.com
Sent: Friday, November 05, 2010 4:11 PM
To: DBDA@boone-nc.org
Subject: Re: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

Yes,

Jean Borhman

From: DBDA Director [<mailto:DBDA@boone-nc.org>]
Sent: Thursday, November 04, 2010 4:48 PM
To: 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; 'smith.linda@charter.net'; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; 'brutus2830@yahoo.com'; 'Andrew Stallings'; borhman@aol.com; 'carriephillips@boonedrug.com'; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
Subject: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

Sheri Moretz has made a motion, seconded by Dan Meyer, holding a proxy for Omer Tomlinson, to have an email, written, meeting in order to address the approval of the Façade and Sign Incentive Grant applications and period of application. In accordance with our by-laws, the DBDA Board of Directors can vote electronically on a single issue. The approval to vote must be unanimous, as well as the outcome must be unanimous (no dissenting votes). A lack of response by the voting deadline will be recorded as the board member opting out of the vote, unless a specific message is sent otherwise. This vote will be included in meeting packet at the next applicable meeting.

Note: The DBDA Board of Directors did not have a quorum at its regular monthly meeting yesterday, but there is a very pressing issue that requires action now. Please review the applications for the Façade Incentive Grants and the Sign Incentive Grants that were a part of your meeting packet, then cast your vote on the motion to hold this vote and on the following motion:

Sheri Moretz has made a motion to accept the new grant applications as submitted and to establish the grant application period for this six months as November 5th through November 19th with the grant awards being in December. Dan Meyer, holding a proxy for Omer Tomlinson, seconded the motion.

Those consenting to online voting and voting in favor of both motions in person are Dempsey Wilcox, Marianne Doan, Andy Stallings, Sam Ratchford, Bob Meier, Dan Meyer, and Sheri Moretz.

Your vote needs to be cast by Friday, November 5th at 3:30 p.m.

Thank you.

Mary Baker

Director

Downtown Boone Development Association

Phone: 828/262-4532

Fax: 828/265-9403

No virus found in this incoming message.

Checked by AVG - www.avg.com

Version: 9.0.864 / Virus Database: 271.1.1/3239 - Release Date: 11/05/10 03:34:00

DBDA Director

From: smith.linda@charter.net
Sent: Friday, November 05, 2010 12:54 PM
To: DBDA Director
Subject: RE: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

Yes.

Linda Smith

On Fri, Nov 5, 2010 at 10:55 AM, DBDA Director wrote:

> From: DBDA Director [<mailto:DBDA@boone-nc.org>] Sent: Thursday,
> November 04, 2010 4:48 PM
> To: 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz';
> 'Ritchie Jacobs'; 'smith.linda@charter.net'; 'Doan, Marianne (RBC
> Bank)'; 'Greg Lovins'; 'brutus2830@yahoo.com'; 'Andrew Stallings';
> borhman@aol.com; 'carriephillips@boonedrug.com'; 'Tomlinson, Omer C';
> 'Jamie Leigh'; 'Lynne Mason'
> Subject: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November
> 5, 3:30pm
>
>
> Sheri Moretz has made a motion, seconded by Dan Meyer, holding a proxy
> for Omer Tomlinson, to have an email, written, meeting in order to
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> the voting deadline will be recorded as the board member opting out of
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> monthly meeting yesterday, but there is a very pressing issue that
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> Incentive Grants and the Sign Incentive Grants that were a part of
> your meeting packet, then cast your vote on the motion to hold this
> vote and on the following
> motion:
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> Sheri Moretz has made a motion to accept the new grant applications as
> submitted and to establish the grant application period for this six
> months as November 5th through November 19th with the grant awards
> being in December. Dan Meyer, holding a proxy for Omer Tomlinson,
> seconded the motion.
>
> Those consenting to online voting and voting in favor of both motions
> in person are Dempsey Wilcox, Marianne Doan, Andy Stallings, Sam
> Ratchford, Bob Meier, Dan Meyer, and Sheri Moretz.
>

- > Your vote needs to be cast by Friday, November 5th at 3:30 p.m.
- >
- > Thank you.
- >
- >
- > Mary Baker
- >
- > Director
- >
- > Downtown Boone Development Association
- >
- > Phone: 828/262-4532
- >
- > Fax: 828/265-9403

No virus found in this incoming message.

Checked by AVG - www.avg.com

Version: 9.0.864 / Virus Database: 271.1.1/3239 - Release Date: 11/05/10 03:34:00

DBDA Director

From: Doan, Marianne (RBC Bank) [marianne.doan@rbc.com]
Sent: Friday, November 05, 2010 11:11 AM
To: DBDA Director
Subject: RE: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

I, Marianne Doan, representing RBC Bank approve both motions.

Marianne Doan | **RBC Bank (USA)** | Sr. Relationship Banker | Boone - Mall NC | 828.262.4820 | 828.262.4836 (fax) | 1168 Blowing Rock Road, Boone NC 28607

From: DBDA Director [<mailto:DBDA@boone-nc.org>]
Sent: 2010, November, 05 10:56 AM
To: 'DBDA Director'; 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; smith.linda@charter.net; Doan, Marianne (RBC Bank); 'Greg Lovins'; brutus2830@yahoo.com; 'Andrew Stallings'; borhman@aol.com; carriephillips@boonedrug.com; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
Subject: RE: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

From: DBDA Director [<mailto:DBDA@boone-nc.org>]
Sent: Thursday, November 04, 2010 4:48 PM
To: 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; 'smith.linda@charter.net'; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; 'brutus2830@yahoo.com'; 'Andrew Stallings'; borhman@aol.com; 'carriephillips@boonedrug.com'; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
Subject: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

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Those consenting to online voting and voting in favor of both motions in person are Dempsey Wilcox, Marianne Doan, Andy Stallings, Sam Ratchford, Bob Meier, Dan Meyer, and Sheri Moretz.

Your vote needs to be cast by Friday, November 5th at 3:30 p.m.

Thank you.

Mary Baker
Director
Downtown Boone Development Association
Phone: 828/262-4532
Fax: 828/265-9403

This e-mail may be privileged and/or confidential, and the sender does not waive any related rights and obligations.
Any distribution, use or copying of this e-mail or the information it contains by other than an intended recipient is unauthorized.
If you received this e-mail in error, please advise me (by return e-mail or otherwise) immediately.

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Version: 9.0.864 / Virus Database: 271.1.1/3237 - Release Date: 11/05/10 03:34:00

DBDA Director

From: Tomlinson, Omer C [Omer.Tomlinson@chartercom.com]
Sent: Thursday, November 04, 2010 4:48 PM
To: DBDA Director
Subject: RE: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

I vote yes,

Omer

From: DBDA Director [<mailto:DBDA@boone-nc.org>]
Sent: Thursday, November 04, 2010 4:48 PM
To: 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; smith.linda@charter.net; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; brutus2830@yahoo.com; 'Andrew Stallings'; borhman@aol.com; carriephillips@boonedrug.com; Tomlinson, Omer C; 'Jamie Leigh'; 'Lynne Mason'
Subject: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

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Thank you.

Mary Baker

Director
Downtown Boone Development Association
Phone: 828/262-4532
Fax: 828/265-9403

E-MAIL CONFIDENTIALITY NOTICE:

The contents of this e-mail message and any attachments are intended solely for the addressee(s) and may contain confidential and/or legally privileged information. If you are not the intended recipient of this message or if this message has been addressed to you in error, please immediately alert the sender by reply e-mail and then delete this message and any attachments. If you are not the intended recipient, you are notified that any use, dissemination, distribution, copying, or storage of this message or any attachment is strictly prohibited.

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Checked by AVG - www.avg.com

Version: 9.0.864 / Virus Database: 271.1.1/3237 - Release Date: 11/04/10 04:42:00

DBDA Director

From: rich jacobs [rjacobs7@bellsouth.net]
Sent: Friday, November 05, 2010 11:25 AM
To: 'DBDA Director'
Subject: RE: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

I, Richard Jacobs approve both motions Thanks you

-----Original Message-----

From: DBDA Director [<mailto:DBDA@boone-nc.org>]
Sent: Friday, November 05, 2010 10:56 AM
To: 'DBDA Director'; 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; smith.linda@charter.net; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; brutus2830@yahoo.com; 'Andrew Stallings'; borhman@aol.com; carriephillips@boonedrug.com; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
Subject: RE: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

From: DBDA Director [<mailto:DBDA@boone-nc.org>]
Sent: Thursday, November 04, 2010 4:48 PM
To: 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; smith.linda@charter.net; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; brutus2830@yahoo.com; 'Andrew Stallings'; borhman@aol.com; carriephillips@boonedrug.com; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
Subject: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

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Dan Meyer, and Sheri Moretz.

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Thank you.

Mary Baker
Director
Downtown Boone Development Association
Phone: 828/262-4532
Fax: 828/265-9403

_____ Information from ESET NOD32 Antivirus, version of virus signature database 5594
(20101105) _____

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

_____ Information from ESET NOD32 Antivirus, version of virus signature database 5594 (20101105)

The message was checked by ESET NOD32 Antivirus.

<http://www.eset.com>

No virus found in this incoming message.

Checked by AVG - www.avg.com

Version: 9.0.864 / Virus Database: 271.1.1/3237 - Release Date: 11/05/10 03:34:00

DBDA Director

From: Sam Ratchford [brutus2830@yahoo.com]
Sent: Thursday, November 04, 2010 4:59 PM
To: DBDA Director
Subject: Re: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

I approve

Sam Ratchford

From: DBDA Director <DBDA@boone-nc.org>
To: Dempsey Wilcox <dempsey@bryceholder.com>; Robert Meier <meier@doeridgepottery.com>; Jason Berry <jasonberry77@yahoo.com>; Sheri Moretz <Sheri@mastgeneralstore.com>; Ritchie Jacobs <rjacobs7@bellsouth.net>; smith.linda@charter.net; "Doan, Marianne (RBC Bank)" <marianne.doan@rbc.com>; Greg Lovins <lovinsgm@appstate.edu>; brutus2830@yahoo.com; Andrew Stallings <astallings1@att.net>; borhman@aol.com; carriephillips@boonedrug.com; "Tomlinson, Omer C" <Omer.Tomlinson@chartercom.com>; Jamie Leigh <Jamie.Leigh@townofboone.net>; Lynne Mason <Lynne.Mason@townofboone.net>
Sent: Thu, November 4, 2010 4:47:44 PM
Subject: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

Sheri Moretz has made a motion, seconded by Dan Meyer, holding a proxy for Omer Tomlinson, to have an email, written, meeting in order to address the approval of the Façade and Sign Incentive Grant applications and period of application. In accordance with our by-laws, the DBDA Board of Directors can vote electronically on a single issue. The approval to vote must be unanimous, as well as the outcome must be unanimous (no dissenting votes). A lack of response by the voting deadline will be recorded as the board member opting out of the vote, unless a specific message is sent otherwise. This vote will be included in meeting packet at the next applicable meeting.

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Thank you.

Mary Baker

Director
Downtown Boone Development Association
Phone: 828/262-4532
Fax: 828/265-9403

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DBDA Director

From: Sheri Moretz [Sheri@mastgeneralstore.com]
Sent: Friday, November 05, 2010 12:23 PM
To: DBDA Director
Subject: Re: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

I vote yes.

Sheri

On 11/5/10 10:55 AM, "DBDA Director" <DBDA@boone-nc.org> wrote:

From: DBDA Director [<mailto:DBDA@boone-nc.org>]
Sent: Thursday, November 04, 2010 4:48 PM
To: 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; 'smith.linda@charter.net'; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; 'brutus2830@yahoo.com'; 'Andrew Stallings'; 'borhman@aol.com'; 'carriephillips@boonedrug.com'; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
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Mary Baker
Director
Downtown Boone Development Association
Phone: 828/262-4532
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No virus found in this incoming message.

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Version: 9.0.864 / Virus Database: 271.1.1/3239 - Release Date: 11/05/10 03:34:00

DBDA Director

From: MasonLO@aol.com
Sent: Friday, November 05, 2010 11:35 AM
To: DBDA@boone-nc.org
Subject: Re: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

Hi Mary,

I vote yes to both.

Thanks,
Lynne

In a message dated 11/5/2010 11:28:22 A.M. Eastern Daylight Time, DBDA@boone-nc.org writes:

Hello Lynne,

Two things need to be acted on.

- 1) Vote to approve/deny the online vote to take place.
- 2) If you approve the online vote, vote to approve/deny the updated Sign & Façade Incentive grants be used to hold a grant application process from November 5th-19th.

Please let me know if you have any other questions.

Thanks,

Mary

From: Lynne Mason [<mailto:Lynne.Mason@townofboone.net>]
Sent: Thursday, November 04, 2010 10:38 PM
To: DBDA@boone-nc.org
Subject: Re: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

Hi Mary,

DBDA Director

From: Andrew Stallings [astallings1@att.net]
Sent: Friday, November 05, 2010 11:53 AM
To: DBDA Director; Robert Meier; Sheri Moretz
Subject: Re: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

I vote yes.

Andy Stallings

From: DBDA Director <DBDA@boone-nc.org>
To: Andrew Stallings <astallings1@att.net>; Robert Meier <meier@doeridgepottery.com>; Sheri Moretz <Sheri@mastgeneralstore.com>
Sent: Fri, November 5, 2010 11:21:56 AM
Subject: RE: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

Hello folks,

Just to be safe, will you email your vote(s) for these items? We may be required to have all of the votes posted via email, so better safe than sorry.

Thank you!

-Mary Baker

From: DBDA Director [<mailto:DBDA@boone-nc.org>]
Sent: Friday, November 05, 2010 10:56 AM
To: 'DBDA Director'; 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; smith.linda@charter.net; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; brutus2830@yahoo.com; 'Andrew Stallings'; borhman@aol.com; carriephillips@boonedrug.com; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
Subject: RE: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

From: DBDA Director [<mailto:DBDA@boone-nc.org>]
Sent: Thursday, November 04, 2010 4:48 PM
To: 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; smith.linda@charter.net; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; brutus2830@yahoo.com; 'Andrew Stallings'; borhman@aol.com; carriephillips@boonedrug.com; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
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DBDA Director

From: DBDA Director [DBDA@boone-nc.org]
Sent: Friday, November 05, 2010 12:18 PM
To: 'DBDA Director'; 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; smith.linda@charter.net; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; brutus2830@yahoo.com; 'Andrew Stallings'; borhman@aol.com; carriephillips@boonedrug.com; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
Subject: RE: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

I just spoke to Bob Meier on the phone. His email is down today, but he has voted in favor and has documented it in a written, signed, statement.

Thanks,
Mary Baker

From: DBDA Director [<mailto:DBDA@boone-nc.org>]
Sent: Friday, November 05, 2010 10:56 AM
To: 'DBDA Director'; 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; smith.linda@charter.net; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; brutus2830@yahoo.com; 'Andrew Stallings'; borhman@aol.com; carriephillips@boonedrug.com; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
Subject: RE: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

From: DBDA Director [<mailto:DBDA@boone-nc.org>]
Sent: Thursday, November 04, 2010 4:48 PM
To: 'Dempsey Wilcox'; 'Robert Meier'; 'Jason Berry'; 'Sheri Moretz'; 'Ritchie Jacobs'; smith.linda@charter.net; 'Doan, Marianne (RBC Bank)'; 'Greg Lovins'; brutus2830@yahoo.com; 'Andrew Stallings'; borhman@aol.com; carriephillips@boonedrug.com; 'Tomlinson, Omer C'; 'Jamie Leigh'; 'Lynne Mason'
Subject: DBDA BoD Written Vote - Deadline: TOMORROW, Friday, November 5, 3:30pm

Sheri Moretz has made a motion, seconded by Dan Meyer, holding a proxy for Omer Tomlinson, to have an email, written, meeting in order to address the approval of the Façade and Sign Incentive Grant applications and period of application. In accordance with our by-laws, the DBDA Board of Directors can vote electronically on a single issue. The approval to vote must be unanimous, as well as the outcome must be unanimous (no dissenting votes). A lack of response by the voting deadline will be recorded as the board member opting out of the vote, unless a specific message is sent otherwise. This vote will be included in meeting packet at the next applicable meeting.

Note: The DBDA Board of Directors did not have a quorum at its regular monthly meeting yesterday, but there is a very pressing issue that requires action now. Please review the applications for the Façade Incentive Grants and the Sign Incentive Grants that were a part of your meeting packet, then cast your vote on the motion to hold this vote and on the following motion:

Sheri Moretz has made a motion to accept the new grant applications as submitted and to establish the grant application period for this six months as November 5th through

November 19th with the grant awards being in December. Dan Meyer, holding a proxy for Omer Tomlinson, seconded the motion.

Those consenting to online voting and voting in favor of both motions in person are Dempsey Wilcox, Marianne Doan, Andy Stallings, Sam Ratchford, Bob Meier, Dan Meyer, and Sheri Moretz.

Your vote needs to be cast by Friday, November 5th at 3:30 p.m.

Thank you.

Mary Baker
Director
Downtown Boone Development Association
Phone: 828/262-4532
Fax: 828/265-9403

**Downtown Boone Development Association
Special Meeting of the Board of Directors
Monday, October 11, 2010
9 a.m. Jones House Community Center Main Gallery**

Recorded Attendance

Board Members: Sam Ratchford, Vidalia Restaurant; Jamie Leigh, Town Council Liaison; Marianne Doan, RBC Bank; Dempsey Wilcox, Property Owner – President; Omer Tomlinson, Boone Chamber; Andy Stallings, Property Owner; Carrie Phillips, Boone Drug; Lynne Mason, Town Council Liaison; Bob Meier, Doe Ridge Pottery-Vice President; Rich Jacobs, ArtWalk – Past President

Staff: Mary Baker

Public:

General Administration

Dempsey Wilcox called the meeting to order at 9:11 a.m. A quorum was present at the meeting. Bob Meier made a motion to approve the agenda as presented. Rich Jacobs seconded the motion, and it passed.

Organization

- **Bylaws Update** – Changes were made to Article III, Membership, so that sponsoring members will be responsible for any fees, as determined by the Board of Directors, if they wish to participate in the association's programs. The Board will retain the right to set sponsoring member dues, as appropriate. Property owners may appoint an agent or representative to represent them. The bylaws retained that a simple majority be necessary for a quorum of the Board of Directors. Article VI, rather than subcommittees under the four major committees of the DBDA, it was decided that the four major committees shall each have functions, which fall under them, instead. All committees must report to the Board of Directors. Article IX, fund accounting will be used for MSD and all other restricted funds. Andy Stallings made a motion to approve the bylaws with the proposed changes. Rich Jacobs seconded the motion, and it passed.
- **Office Policy** – Regular office hours were set as Mondays, 10am to Noon, and Wednesday, 1pm to 3pm; it will be posted on the DBDA website, under the 'Contact' page, if changes are made to these hours. Under the Dress Code #10, Leigh recommended including earrings as allowed visible body piercings. Andy Stallings made a motion to approve the office policy with the proposed changes. Marianne Doan seconded the motion, and it passed. Jamie Leigh declined to vote.
- **Employee Handbook** – The board will have a HR professional to look over the document before finalizing it.
- **Timesheet Policy** – The Time Sheet Policy was presented at the October Board of Directors meeting and staff has already started using the timesheets in August. Dempsey made the correction of the timesheets must be submitted on the 1st & 16th of each month. Omer Tomlinson made a motion to approve the timesheet policy as presented. Bob Meier seconded the motion, and it passed. Jamie Leigh declined to vote.
- **MSD Policy** – Omer Tomlinson made a motion to approve the MSD Policy as presented. Marianne Doan seconded the motion, and it passed. Jamie Leigh declined to vote.
- **Façade & Sign Grant Policies** – This item was postponed until the November Board Meeting.

New Business

There being no further business, the meeting was adjourned at 10:35 a.m.

Minutes respectfully submitted for your approval

Mary Baker