

MINUTES
DOWNTOWN NEWTON DEVELOPMENT ASSOCIATION

May 21, 2015

The monthly meeting of the Downtown Newton Development Association Board of Directors was called to order by our Chairperson, Josh Cummings, on Thursday, May 21, 2015 at 6:02PM.

Members Present:

Teresa Blalock, Walt Cranford, Joshua Cummings, Summer Jenkins, Jessica Setzer, Anne Stedman, and Bo Teague.

Staff Present: Rob Powell

Guests Present: Collette Touchette (Appearance Commission), Marisa Carlton, Susie Wilson and two more students from Discovery High School.

Absent: Telisia Cloninger, Ott Dillingham, Dean Shepherd, Randy Williams, and Anne Wepner.

There was a quorum present.

Teresa Blalock moved and Anne Stedman seconded that minutes of the April meeting be approved. Motion carried.

Treasurer's Report:

Balance: \$4,488.08

Collette Touchette stated that she had promised the DNDA a \$120 donation.

Committee Reports:

Design/Streetscapes: Anne Stedman announced the next public streetscape project meeting would be held on Monday, June 15, 2015 at the new Fire Department at 7PM. She stated the final draft of the streetscape plan should be available by the August 4th Council meeting. Anne and Josh asked for ideas to promote the meeting. Ideas that were mentioned: Table tents at local restaurants, flyers in the power bill, ad in newspaper, neighborhood champions, advertise at biscuit day, have two sessions, one in the morning and one in the evening, and livestreaming.

Marketing/Promotions: Summer discussed that the committee is working on a chair for Spooktacular, and that the committee will be nailing more details down at the next meeting. Spooktacular will be held on Saturday, October 24, 2015. Ideas for the board to help out with the event will be provided after the next committee meeting.

Economic Restructuring: No report.

Organization: Josh provided an update on items that were discussed and business that needed to be handled:

1st Item- Jessica Setzer's resignation from Promotions Committee & DNDA Board.

1. Jessica Setzer has stepped down as the chair of the Promotions Committee due to her work schedule. Anne Stedman made a motion and Teresa Blalock seconded to accept her resignation. All were in favor.
2. With a vacancy for a chair on the Promotions Committee, Anne Stedman made a motion and Walt Cranford seconded that Summer Jenkins become the new chair. All were in favor.
3. Jessica Setzer also announced her resignation from the DNDA Board. Anne Stedman made a motion and Bo Teague seconded to accept her resignation. All were in favor.
4. Josh announced that with a vacant position on the board, he would like to fill the position with Collette Touchette. Anne Stedman made a motion and Teresa Blalock seconded to have Collette fill the vacant board spot. All were in favor.

2nd Item- Vet road closures for downtown to help Council. Josh stated that everything should be set in place before being taken to Council and the DNDA should help the City of Newton build relationships with downtown Newton businesses.

3rd Item- DNDA will be moving forward with the 501(c)6 tax status application.

4th Item- Job Descriptions – Rob passed out job descriptions for officers, and stated he would provide descriptions for committees and send out to the group. The Board will review the completed job descriptions and approve at a future meeting. Collette asked whose responsibility it was to post the agenda and minutes to the City's web site. Rob stated the Main Street Manager should send that information to Alex Frick, Newton Public Information Officer, to be posted.

Old Business:

Rob passed out a Façade grant review sheet for the Petty application with comments for each grant requirement related to this application. Based on the comments from the review, the Organization Committee suggested to pass the grant application and to limit the amount to the remaining funds in the fiscal year budget. The remaining balance in the program budget is \$1,065. Teresa made a motion to accept the façade grant in the amount of \$1,065 and Jessica Setzer seconded. All were in favor. Josh stated that starting in the upcoming fiscal year the requirements and process for applying for façade grants would change.

A discussion took place on a façade grant inquiry from 104 East D Street. Rob stated that it would more than likely not meet the historical preservation intent of the current grant program. Those in attendance agreed and approved relaying that decision to the property owner.

New Business:

Rob discussed future events that were taking place in Newton:

1. May 22-24th – Great Smokies Basketball Shootout
2. May 31st – Dedication of New Fire Station at 2PM
3. June 3rd – Renwood Mills Biscuit Day

Rob discussed items he needed to complete before his last day on June 19th.

1. Close Out Façade Grants
2. DOT Special Events
3. Job Descriptions
4. Work Plan

The meeting adjourned at 7:15PM.

Minutes submitted by Summer Jenkins

Next Board Meeting: Thursday, June 18, 2015 at 6:00PM.

Approved by DNDA Board Summer Jenkins