

**BRISTOL CORE
BOARD MEETING
Tuesday, January 7, 2020, 11:00 AM
Holley Hall**

Attendees: Ian Albinson, Kelly Hamshaw, Valerie Capels, Meridith Mcfarland, and Taylor Welch

AGENDA & MEETING MINUTES

I. Call to order: 11:00 AM

II. New Items

A. Conflict of Interest Policy - In light of Ian's recent election to the Selectboard, Ian has raised if we need to explore a conflict of interest policy for the Bristol CORE board. Valerie will review the town's current COI policy to see if it could be adapted and useful for our purposes for all board members.

B. Fundraising 2020 – Ian prepared a Profit and Loss statement for the 2019 FY. We raised \$25,000 through fundraising last year. Fundraising strategy switched to letter requests for contributions. Some folks have asked if there was a higher level of sponsorship available that would lead to branding. We discussed the value of keeping the flower baskets separate from event sponsorships. Valerie asks if Ian can share the list. Will proceed with current strategy.

Flower baskets were difficult last year with the watering of the flower baskets. Town has hired a shoveler for the winter so perhaps we could hire same person for when the flower baskets. We may consider pausing the Flower Baskets for 2020.

Raises discussion about Main St. construction for implications for Downtown and summer events. Initial bids have been received and VTRANS is currently working out the contract details. Valerie shared that we have shared the important dates/events and there will be a pre-construction conference. Pocock Rocks will be an important event to draw people downtowns.

III. Current Items

A. Eat, Drink And Be Merry/Lumen

Status update – December events were very well-received, with Lumen having the best year yet. Fewer people getting food. Hindquarter reported slower sales than previous years. Jess Messer is looking to explore another dimension for the procession/parade element.

-Jess Messer exploring a community meal to close the road and Erin Chamoff from Bobcat for Taste of Bristol and interested in having an event in August – farm, food, and drink to celebrate

completion of road – like a four-hour event. CORE will provide logistical support in terms of handling road closure and coordinate with BPD.

B. Lawrence Memorial Library Audio/Visual

Status update – Project is almost complete. Eastview Electric is running A/V cables under the floor with the projector and screen that has been installed. The One World Library Project is using the installation in addition to the film series.

C. Board Members

Thoughts on new recruits – Ian asked Maura from Simon Says and she is interested. Lisa Winkler who recently moved to Bristol and has experience with fundraising. Ian will try to invite both for the February meeting.

Valerie asked if we should look at the strategic plan and update for mid-cycle to reflect accomplishments and updates. Let's revisit the strategic plan when we invite new board members.

D. Co-working Space

Status update – Ian reports that the co-working space is opening on 1/13 - \$125/month up to 20 hours; \$250/month up to dedicated desk (4 desks, 1 spoken for now) with a conference room. CORE will pay \$125 for the 6-month trial – we're paying liability insurance and software. Coded keypad locks. Taylor suggests that Ian reach out to the Addison County Young Professionals group to host an upcoming meeting and/or outreach to members. Discuss to have an open office day when it's up and running. Discussion of importance of

E. Town of Bristol

a) Main Street Lighting & Sidewalk Improvements – thinking about outreach to businesses and residents about the construction timeline. Ian is going to start recruitment for VT Alert. Emailing details to people. Ian is creating a page on the town website. Valerie suggests a promotion using Bristol Bucks with a punch card to encourage folks to continue shopping during the 2-month construction.

F. Admin Updates

a) **Workers Comp Insurance** – Haven't had before but we now have Ian covered.

b) **Accounting methods** – Ian has made a change to the accounting and Cindy Kimball will be paying out Ian's salary.

G. Board Roundtable Discussion

- Taylor asked for update about the Stony Hill Business Park. Northern Borders grant received to pay for infrastructure development. Planning to put up a box that can be adapted in order to meet people when they're ready to expand. Also exploring potential for CDBG funding for housing development.
- Stony Hill sidewalk project – ACRPC has allotted planning funds for a Stony Hill sidewalk and has received 3 bids.
- School consolidation

Next Meeting – February 4, 2020 at 11 AM at new conference room in co-working space. Ian will invite Mike Brown to discuss the Labor Day Weekend horseshoe event.

IV. Adjourn.

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