

BRISTOL CORE BOARD MEETING

**Thursday, November 2 2023, 09:00 AM
ZOOM Meeting**

MINUTES (DRAFT)

In attendance: Ian Albinson , Meridith McFarland, Alicia Standridge , Maura Donnelly (Chair), Gary Barrows, Brad Cameron

I. Call to order: 9:00 AM

II. Chair Report - Maura

- ED to switch to new 20hrs in November.
- ED to track time using “buckets”
 - Meetings
 - Events
 - Liaisons with other entities
 - Admin
 - Direct business support
- ED to create report for each board meeting
- Monthly treasurer report at 2nd meeting of the month

III. Holiday Events

- Chocolate Walk on the 1st
- Lumen on 16th
- New event on the 8th after speaking with store owners
 - 5-8pm
 - Acapella group for singing from Mt Abe
 - Scavenger hunt
 - “Snowflake Stroll”
 - Find designs for snowflakes to present to the board
- Raffle item form
 - Contact Info
 - Details on where the snowflakes are
 - Drop the form in the last store, where you find the snowflake
 - Alicia to collect from stores
 - Randomly pick 5 winners
- Encouraging businesses to stay open late on Fridays
- Final event on 22nd
 - “Last Minute FaLaLa”

- Cool Yule Calendar and Poster
 - Alica to meet with Brad to discuss
 - Present version for board meeting on 16th

IV. Executive Director's Report - Alicia

- See report
- Coffee & Conversation
 - Not well attended - 4 people
 - Is the 9am time issue?
 - Talked about Holiday Events
 - Attendees asked for a poster for holiday events

V. Board Roundtable

A. Ian

- Downtown Vibrancy Fund Grant
 - Ian and Alicia need to update the workplace and budget to send to the State.
 - Once sent, Bristol CORE will be sent the contract for Ian to sign.
 - The Town of Bristol Selectboard has signed the Attestation Agreement
- Fundraising letter
 - Board to review the latest draft from Ian

VI. Next Meeting – 11/16/2023

VII. Adjourn.