

BRISTOL CORE BOARD MEETING

**Thursday, April 4, 2024, 09:00 AM
ZOOM Meeting**

MINUTES

In attendance: Ian Albinson , Valerie Capels , maura donnelly , Taylor Welch, Gary Barrows,
Courtney Radford, Meridith McFarland

I. Call to order: 9:00 AM

II. Approve minutes from 3/7/24 and 3/21/24

MOTION: Ian made a motion to approve. Maura seconded. The motion passed.

III. Onboarding New ED

- a) Adding ED to bank account
- b) Yay Courtney!
- c) Other candidates were notified. Jenna is interested in join board and Maura will meet with her to talk about it
- d) Courtney is joining at 9:30, she met yesterday and talked with Ian. Maura has plans to meet once a week
- e) Ian met with her yesterday and chatted with her for a few hours. Took into consideration Kate Bentley's feedback when she left the role.
- f) Talked about focuses – renewal
- g) Downtown vibrancy fund reporting
- h) CORE's role in town and supporting businesses and with the town
- i) Ian got her info for payment, provided info for email access
- j) Working on yearly calendar to keep track of event's, reporting, grants
 - (1) Ian will start on the draft
- k) Ian makes motion to remove Alicia Standridge from National bank of Middlebury account, Maura seconds, all in favor.
- i) Ian makes motion to add Courtney Radford to the National Bank Middlebury account. Maura seconds. All in favor.

IV. Farmers Market Manager Report

- a) Sarah had not been set up to be paid. We need to determine if she is a contractor or employee.
- b) Discussion over how to move forward. Will talk to Sarah and Cindy (kimball's) and make a discussion
- c) Ian makes motion to open a third account at National Bank of Middlebury Checking Account to support the Farmers Market and add Ian Albinson and Sarah Stilmen to the account. Maura seconds, all in favor.
- d) Taylor and Sarah spoke at Selectboard meeting to advocate for the \$10k. After a long conversation it was approved. \$20k was earmarked for the next two years incase the FM needs the money. CORE will re-approach for the 10K next year. We will need to collect data for next years presentation.
- i) Goal being sustainability and we not need the additional 10k for each next year we might need it.
- e) Sarah asked to have \$225 membership fee approved. Taylor made motion, Maura seconded, all approved.

V. Meet our new ED- Courtney Radford

- a) Valerie and Gary introduced.
- b) Maura went over the timeline that we will talk about.

VI. Reporting Deadlines

- a) Reinvestment document – Vacancies, new businesses, sustained businesses, sold and bought properties
- b) Downtown renewal – every 8 years, check in ever 4 year. 2024 is the renewal year.
 - i) April 1, 2024 - Draft renewal application due, including all items on the renewal
 - May 6, 2024 - Staff provides written comments no later than this date outlining any suggestions or concerns.
 - June 3, 2024 - Final renewal application is due.
 - June 24, 2024 @ 1pm- Downtown Board meeting to review and consider the renewal application.
 - ii) Deadline for draft was April 1st, Ian will follow-up with people to confirm reprieve given Director turn-over
 - iii) Look at strategic plan that Valerie put together to make comments and alter
 - (1) Can be looked at as a planning document
 - iv) Ian will share the 2016 document to Courtney for her to look at

- c) June 30th – Main street America self-evaluation
Complete the self-assessment by June 30 for the Downtown Vibrancy Fund requirement

VII. Expanding Board

- a) There are a couple of interested community members who are looking to join the board
- b) Thinking about are we looking to fill positions or grow in numbers
- c) Taylor mentioned that need for more voices

VIII. Board Roundtable

- a) Ian will post on FPF about Sarah and Courtney will introduce herself
- b) Doug Dewitt emailed about CORE meetings, he hadn't been invited in several months. Maura will email him with a note.
- c) We have sent our fundraising letters and have received around \$500 from residents and around \$3000 from businesses.
- d) Rocky Dale will plant the baskets, Hahns can not do the watering, Maura will follow up with teens. Alicia said Sheila at Your Home might be interested in watering.
- e) Ian met with Phoebe about the community garden and is trying to figure the other plantings.
- f) Taylor gave updates on the skatepark project and the possible indoor space on pine street.

IX. Adjourn.

Next Meeting – 04/18/24