

OLDE TOWN COVINGTON - CALLED BOARD MEETING

Date: Monday, January 29, 2024
Time: 12:00 PM
Location: Covington City Hall - Council Chambers
333 Locust Street
Covington, VA 24426

MEETING MINUTES

CALL TO ORDER

A called board meeting of Olde Town Covington was requested by Jennifer Smith, Interim President, and held on Monday, January 29, 2024 at Covington City Hall in Council Chambers, it began at 12:00PM and was presided over by Jennifer Smith, Interim Board President with Wanda Crawford, Board Secretary taking meeting notes.

ATTENDEES

Lisa Akers, David "BB" Bryant, Wanda Crawford, Kim Jefferson, Terri McClung, Josh Taylor, Tom Sibold, Thomas Smals, Jennifer Smith, Matt Smith and John Wilson. Christine Hodges joined by Zoom.

AGENDA ITEMS

- A. Fiscal Year 2024 Budget
 - a. Jaime Hale presented what had been previously worked on at a budget meeting held with Julie Stanley, Brad Armentrout and herself. BB Bryant presented good information which Jaime is taking back to work through. A Budget committee meeting is set to take place in the coming weeks.
 - b. We have \$2,000 in the account of the Alley Gallery - no movement on this project. Jennifer Smith and Thomas Smals will pick this up.

- B. Organization of Olde Town Covington
 - a. Board Structure
 - i. Recent changes in the board were noted. The termination of Julie Stanley as board President, the return of Tom Sibold as ex-officio and the return of David Crosier as City Council representative.
 - ii. Jennifer Smith was nominated and voted on electronically for the Interim President position via the Olde Town Covington secretary prior to this meeting.
 - iii. There is currently one vacancy on the board, Tara Brewster's remaining term (expires 06/30/2024). Lisa Spoungle had previously accepted the nomination for this position. She was unable to attend this meeting therefore no need to ask her to step out while the board discussed.
 - iv. The Vice President vacancy is still open. At the previous board meeting, Julie Stanley had attempted to nominate and vote Brad Armentrout into the position; however, it did not go to a vote.

b. Committee Structures

i. Budget Committee

1. The budget committee will consist of Jaime Hale, Brad Armentrout and Thomas Smals and recommended to meet as needed.

ii. Advisory Committee

1. Will revert back to the Volunteer Committee as it is labeled in the bylaws and recommended to meet on an as needed basis.

iii. Steering Committee

1. Will meet on an as needed basis and be composed of the president, vice president, treasurer, merchants committee chair and events committee chair.

iv. Merchants Committee

1. Chaired by Lisa Akers and meets on an as needed basis.

c. Mobilizing Main Street

- i. BB provided good information regarding the program and will send out information via email.

- ii. Jennifer will begin doing the MMS webinars with Terri and attending the Rev-ups.

- iii. Jennifer Goldman will be coming for a 6 hour session with the board, March 28th is likely the date. Olde Town Covington sent a \$3,000 deposit for her services and will give her the remaining \$3,000 of her fee. Ellie did state there is a MMS grant that pays OTC back for these costs.

C. Events

- a. No events since Christmas parade. No one is currently organizing any events. Jennifer Smith will resume organizing events. Upcoming events held in the past:

- i. Tea at the Market
- ii. Cinco De Mayo

- b. Discussion was had on budgets, needs, etc. Will take a formal vote during the action item section of the agenda.

D. Other

- a. Reach out to Lexington Main Street Executive Director
- b. Attendee list from 2021 Plan meeting in effort to invite them back for an update (BB)
- c. Volunteer sign-up form
 - i. Sign-up genius?? Platform that Vietnam Wall Memorial uses (Thomas/Matt)

E. Action Items

a. **Board Vacancy - Lisa Sponaugle** (*passed*)

- i. Jennifer Smith requested a motion to vote Lisa Sponaugle into the current vacancy, a motion was given by Lisa Akers with a second from Thomas Smals. There were no objections.

b. **Table Vice President Appointment/Accept Nominations** (*passed*)

- i. Jennifer Smith recommended that with the current dynamics this vacancy be tabled until the next board meeting. She requested a motion be made for nominations for the Vice President

vacancy be sent to Wanda via email by Friday, February 9th at 5:00pm to allow for a two week review window prior to a vote at the February board meeting. Thomas Smals made a motion and Terri McClung made a second, there were no objections.

c. 2024 Board Meeting Dates/Times/Locations *(passed)*

- i. Jennifer Smith presented a list of 2024 board meeting dates/times w/ locations TBD at this time. A motion was given by Jaime with a second from Thomas. There were no objections.

d. 2024 Committee Meeting Dates/Times/Locations *(passed)*

- i. Jennifer Smith requested a motion to make committee meetings dates/times on an as needed basis. A motion was given by Jaime with a second from Thomas. There were no objections.

e. Tea at the Market *(passed)*

- i. Jennifer Smith requested a motion to hold the 2nd annual Tea at the Market on March 23, 2024. A motion was given by Jaime with a second by Thomas. There were no objections
- ii. Jennifer Smith requested a motion for a budget of \$850 for Tea at the Market. A motion was given by Jaime with a second by Lisa. There were no objections.

f. Cinco De Mayo *(passed)*

- i. Jennifer Smith requested a motion to hold the 2nd annual Cinco De Mayo on May 3, 2024. A motion was given by Lisa with a second by Terri. There were no objections.
- ii. Jennifer Smith requested a motion for a budget of \$4500 for Cinco De Mayo. A motion was given by Thomas with a second by Lisa. There were no objections.

F. Next Meeting Date/Time

- a. Monday, February 26, 2024 at 12:00pm in Council Chambers at Covington City Hall.

ADJOURNMENT

Jennifer Smith requested a motion to adjourn. A motion was given by Jaime with a second from Terri. There were no objections. The meeting concluded at 1:13pm.

Secretary (signature)
Olde Town Covington

Date of Approval

Secretary (print name)
Olde Town Covington

