

## OLDE TOWN COVINGTON - BOARD MEETING

**Date:** Monday, March 25, 2024  
**Time:** 12:00 PM  
**Location:** Covington City Hall - Council Chambers  
333 W. Locust Street  
Covington, VA 24426

### MEETING MINUTES

#### CALL TO ORDER

A Board meeting of Olde Town Covington was held on Monday, March 25, 2024 at the Covington City Hall in Council Chambers, it began at 12:00PM and was presided over by Jennifer Smith, Interim President with Secretary. Wanda Crawford taking notes.

#### ATTENDEES

Jennifer Smith, Lisa Akers, Terri McClung, Jaime Hale, Thomas Smals, Afton Griffin, Lisa Sponaugle, Matt Smith, Wanda Crawford, Tom Sibold.

Absent this date include: Brad Armentrout, Josh Taylor, Christine Hodges, David Crosier, John Wilson.

#### APPROVAL OF MINUTES

A quorum was present. A motion to approve the minutes of the February 26, 2024 board meeting was made by Jaime Hale and seconded by Terri McClung.

#### COMMITTEE REPORTS

**Treasurer's Report** - Jaime Hale present this date and reported the account balances for Olde Town Covington \$42,556.18 and Special Events \$4,331.51, Jaime also reported that \$17,650.00 has been received from the City of Covington.

**Executive Committee** - Jennifer Smith, Interim President stated that Olde Town Covington had been reported to VDACS for not having a solicitation license, this is something we were unaware of, after she and Jaime checked into it, it was found out that we just needed to provide proof of 501c3 and pay a \$10.00 fee. All is good for this year and VDACS stated minutes and agendas need to be posted on the website. Board structure was discussed. We will have 3 vacancies coming up, Lisa Sponaugle is filling Tara Brewster's spot and is willing to return. Kim Jefferson resigned due to work conflict. John Wilson will not be returning since he is the upcoming President of Kiwanis. There has been interest expressed by several and their names and bios will be sent out for everyone to review. Per the Bylaws, we will vote at the May meeting and new board members will be effective July 1. A discussion was held on who was responsible for insurance/license for bands and vendors, also on liability insurance on events. Jaime noted that we carry insurance; however, per Lisa Sponaugle, we will be checking into "BMI" license for music at events.

**Event Committee** - Jennifer Smith reported that the Tea Party was a great success with over 120 in attendance and 140+ counting volunteers. Olde Town Covington gave away 20+ door prizes from local businesses and merchants.

**Steering Committee** - Discussion was had that this committee should meet sooner rather than later in order to get policies in order for the organization to continue advancing in the VMS/MMS program.

**Volunteer Committee** - Meeting set for April 11 at 6:00 PM at City Hall for those interested in volunteering for Cinco De Mayo.

## **OTHER REPORTS**

### **PARTNERSHIPS**

#### ***Alleghany Highlands Economic Development Corporation***

No update at this time.

#### ***Alleghany Highlands Chamber of Commerce***

No update at this time.

#### ***Covington City Small Business Coordinator***

Terri McClung stated the last Gauntlet class will be held March 26,2024 with a Graduation and Awards ceremony to be held on May 23,2024 at the Berglund Center. The ceremony for local participants will be held May 31,2024 at Good News on Main. Terri let everyone know that Devon from the International Economic Council met with her and City Manager, Allen Dressler and toured our downtown. He will be in our area for the next 30 months looking at revitalization. This is a free service.

#### ***Covington City Parks & Recreation***

Thomas Smals, Director reported the Easter Eggs Hunt was a success with a good turn out. Jackson River Sports Complex is booked for the entire summer. The Mid-City Music Festival will be on Mid City Mall June 7 and 8 starting at noon. Bike racks are in production and will be located at the Alley Gallery, Farmers Market and the library. The Farmers market has been de-winterized and has increased to \$50.00 per space/season. The vendors meeting is set for 4/15/24 with an opening date 5/18/24.

## **EVENTS/PROMOTIONS**

*May 3,2024 Cinco De Mayo*

Jennifeer Smith reported that Chad Nickell and The Loose Change will be performing again this year. Arrangements have been made for the stage, porta potties and vendors, Big Al will be broadcasting live from 4:30pm to 6:30pm, we will also have a Kids Zone set up with bounce houses and other activities. She reiterated that we need volunteers to man the beer tent, check ID's and numerous other tasks. The street will be blocked off at noon from the old Wells Fargo to Maple Avenue as well as a portion of N. Court Ave.

**NEW BUSINESS/ACTION ITEMS**

**Phone System** (Passed)

Jennifer Smith requested a motion to upgrade the phone line to fiber and go into contract with Lumos for a 2 year period . A motion was made by Thomas Smals with a second by Jaime Hale. There were no objections.

*In changing the system over to fiber optic with Lumos, our phone bill will decreased to 85.00/month with a 2 year contract.*

**ADJOURNMENT**

Jennifer Smith, Interim President moved that the meeting be adjourned, and this was agreed upon and the meeting concluded at 1:01 PM.

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Secretary (signature)  
Olde Town Covington

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Secretary (print name)  
Olde Town Covington

\_\_\_\_\_  
President (signature)  
Olde Town Covington

\_\_\_\_\_  
Date

\_\_\_\_\_  
President (print name)  
Olde Town Covington

