

**MainStreet Steamboat Springs
Board of Directors Meeting/Retreat
Tuesday, February 3, 2015; 7:30 AM
Crawford Room – Centennial Hall**

Board of Directors present included Kathy Stokes, Jon Sanders, Joan Ihrig, Michael Lang, Sue Krall, Sally TeStrake, Linda Cullen, Josh Kagan, Sarah Freese, Trent Kolste, Phil Armstrong, and Kelly Landers.
Also present were Tracy Barnett (MainStreet Program Manager) and Casey Earp (City Intern).

Call to Order

The meeting was called to order at 7:36 AM by Kathy Stokes.

Changes to Agenda

There were no changes to the agenda.

Approval of Minutes from January 6 Meeting

The following change was made to the January 6, 2015 minutes:

Kelly Landers name was amended as entered here.

Joan Ihrig made a motion, Kathy Stokes seconded, to approve the minutes as amended.

The motion passed unanimously.

Transition Team Report—Mike Lang

a. Job Qualifications:

There is a complete job description, **MAINSTREET STEAMBOAT SPRINGS, INC. PROGRAM MANAGER JOB DESCRIPTION**, that has been prepared by Sue Krall, using other program's templates. All Board members have received it and are encouraged to read it carefully and suggest changes. Additionally, a Succession Plan has been distributed.

b. Timeline:

Mike Lang led a discussion after reporting on the meetings that have been held by the team. The goal of the team is to be able to have interviews of potential program managers to replace Tracy by the end of March and early April. Tracy will stay on to train the new hire.

c. Communication Plan:

Inquiries to ads placed in the newspaper and on Craig's List will come into a single e-mail to opportunity@MainStreetSteamboat.com. Tracy will forward the inquiry to team members and send out a job description to the applicant. Any resumes coming into this specific e-mail are forwarded to the team.

Financials—Joan Ihrig

Joan has used the 2014 transactions to prepare this budget. She asked for a zero balance budget with any extra for 2015 going toward the job transition for Tracy and the new hire. She reported that the Chili Cook-off and Farmer's Market are the most successful events. The City's contribution this year is \$45,000.00. MainStreet signs a tri-partner agreement each year with DOLA and The City of Steamboat Springs. The board is

hopeful that MainStreet continues to receive contributions from a benefactor who gave \$3,500 in 2013, and \$13,500 in 2014. This is not included in the budget since the amount and timing of the contribution is unknown.

Sally TeStrake made a motion, Phil Armstrong seconded, to approve the 2015 Budget for MainStreet Steamboat Springs. The motion passed unanimously.

Other Business:

- a. Tracy reported that she is getting some new members this year.
- b. Casey reported on the URA status and encouraged all Board members to become involved in the process by being vocal with City Council.
- c. There are several businesses closing downtown.

The next board meeting is **Tuesday, March 10, 2015** at 7:30 AM in the Crawford Room of Centennial Hall.

Respectfully submitted,

Susan Krall
MainStreet Steamboat Springs Secretary