



AGENDA
DEVELOPMENT AUTHORITY/MAIN STREET BOARD OF
DIRECTORS
August 17, 2022 at 4:00 PM

Call to Order

Approval of Minutes

1. June 15, 2022 Minutes

Old Business

2. Proposed Program Guidelines

New Business

Committee/ Program Updates

3. Program Update
4. Economic Vitality
5. Promotion
6. Design
7. Intern

Upcoming Events/ Announcements

8. August 15/24 10AM-2PM Board Member Headshot Photos
9. August 19- 5PM Transcendent Treasures Ribbon Cutting
10. August 22-25 GDA Annual Conference
11. September 27 5-7PM- Main Street Meet Up @ Admirals Inn

Adjournment

**Main Street/ Development Authority Board of Directors
Meeting Minutes**



Date & Time: June 15, 2022 4PM

Absent: Sarah Bernzott, Sue Jackson

Present: Beth Martin, Michael Flores, Charissa Murray, Cassidi Kendrick, Maria Lancaster, Cate Campbell, Dillon Patel, Kelly Swope, Maggie Wright Bill Garbett, Susan Kelleher

Observers: Carol Nathan

Location: Public Safety Conference Room

Call to Order

The meeting was called to order at 4:02PM..

Approval of Minutes

Minutes for the May 18, 2022 meeting passed with a motion from Michael Flores and a second from Cate Campbell.

Old Business

Proposed Board Guidelines- The board decided to revisit this at the next board meeting in August.

New Business

Committee Updates

Promotion- The Main Street Meet Up at Tybee Oaks was a success, the promotion committee had good feedback to share and business owners seemed to agree the event was successful. The next meet up event will be held at Admirals Inn in September. The historic landmark scavenger hunt for HPC has not been very successful, the date for completion has been extended until the end of summer.

Economic Vitality- The parking incentive for Tybee Businesses to share with their employees is almost done. Cassidi has been working with parking services and city leadership to finalize this incentive. The committee is still working on the special event application and ordinance recommendations as well as recommendations for food trucks/mobile businesses.

Design- Pressure washing of sidewalks was completed by a new contractor just in time for July 4th. Cassidi will send an email to follow up on the status of the new light poles for the south end. Jay said he will assist with securing funding for additional pressure cleanings of the south end business district.

Upcoming Events/Announcements

- June 18-19th, Tybee MLK Juneteenth Celebration
- June 21- Doug White Benefit
- July 4- Independence Day Fireworks

Adjournment- Meeting adjourned at 5:15PM, Motion by Cate C. and second by Michael F.



Tybee Island Main Street Program Guidelines

Role & Purpose:

This board is composed of members of the community that specialize in various areas such as, real estate, finance, Tybee Island business owners, property owners, marketing, non-profit, history and arts & entertainment with the purpose of providing advisory expertise and recommendations for the revitalization efforts of the City of Tybee Island. Each board member shall be appointed by the elected officials of the City of Tybee Island for a term of four (4) years.

Vision:

To revitalize the City of Tybee Island by utilizing the Main Street Four Point Approach to encourage promotion, design, economic vitality and organization in our community.

Team Positions:

Board Chair Job Description

- Is a partner with the Main Street Director in achieving the organization's mission
- Provides leadership to the Board of Directors
- Chairs meetings of the Board after developing the agenda with the Main Street Director
- Reviews with the Main Street Director any issues of concern to the Board
- Encourages Board's role in strategic planning

Vice Chair Job Description

- Performs Chair responsibilities when the Chair cannot be available
- Works closely with the Chair and Main Street Director
- Participates closely with the Chair to develop and implement officer transition plans

Meeting Information:

The Main Street Board shall meet monthly, on the third Wednesday of each month at 4PM or as needed.

Quorum-

At all meetings of the Board of Directors, four (4) of the seven voting members of the Board shall constitute a quorum for the transaction of business.

ATTENDANCE POLICY- It is expected of all Board Members to attend all meetings of the Board, and a written attendance record is to be taken and submitted as part of the meeting minutes.

Failure to attend three (3) or more meetings subjects a Board Member to possible dismissal and replacement, unless otherwise exceptions are made by the Main Street Director, Chairman and Vice Chair. It is the duty of the Chairman to oversee the Board for failure to perform duties and responsibilities, including attendance, but may also be brought to question by any other member in good standing.

Communication Policy-

- **Media Policy-** The Main Street Director will work with the various committees to facilitate interactions with the media. A member of the board should not serve as the point of contact for any media in the form of a press release or interview etc., unless approved by the Main Street Director and the board.
- **Community/Civic Engagement-** The Main Street Director will serve as the official spokesperson for the Main Street Program. A member of the board or Main Street Committee Member should not speak, present, etc. on behalf of the Main Street Tybee Island Program without the prior approval of the Main Street Director and the board.

Nomination and Election of Board of Directors-

The Chairman of the Board shall appoint the Nominating Committee at the regularly scheduled October Board of Directors' meeting. The Nominating Committee shall be composed of the following:

- Current Chairman of the Board
- Vice Chairman
- Three (3) other Board Members appointed by the Chairman.
- The Main Street Director, who shall serve on the Committee in an advisory capacity only.

The Main Street Director shall make notification of the upcoming election to the Board of Directors and request submission of Application for Consideration to the Board of Directors with a deadline set by the Chairman. The nominating committee will complete the process to fill board vacancies. New Board of Directors will be sworn in at the January Board meeting.

The Board shall have the right to appoint committees to assist in their work and to appoint committee members.

Board meetings and proceedings therein shall operate according to the latest edition of Robert's Rules of Order.

BOARD CODE OF CONDUCT

The Board of Directors expects ethical and business-like conduct of its own members and of itself as a whole. This also includes members of Board committees. Board and committee members are accountable for exercising the powers and discharging their duties honestly, in good faith and in the best interests of the organization. Enforcement of the code of conduct is the responsibility of the chair of the Board.

The following code of conduct shall be observed by the Board of Directors and its committees. Any complaint should be sent to the Main Street Director. Board and committee members shall:

- Be knowledgeable about the Main Street's mission and goals as well as current operations and issues
- Actively support and promote the Main Street's mission
- Attend meetings well prepared and participate fully in all matters
- Accept and support the Board decisions and committee recommendations and respect confidentiality
- Not become involved in specific management, personnel or curricular issues
- Guard against conflict of interest, whether business-related or personal and declare any such potential conflict
- Take care to separate the interests of the Main Street Program from the needs of a particular constituency, because the Board and its committees are not representative bodies. Each member speaks and acts at meetings of the Board and its committees in the interests of the whole organization
- Take the responsibility to support the Main Street Program and its director general and to demonstrate that support within the community
- Not deal with an issue individually, as authority is vested in the Board as a whole. A member who learns of an issue has the obligation to bring it to the director general or to the chair of the Board