



AGENDA
DEVELOPMENT AUTHORITY/MAIN STREET BOARD OF
DIRECTORS
June 15, 2022 at 4:00 PM

Call to Order

Approval of Minutes

1. May 18, 2022 Minutes

Old Business

2. Proposed Program Guidelines

New Business

Committee Updates

3. Promotion
4. Design
5. Economic Vitality
6. Intern Updates

Upcoming Events/ Announcements

7. June 18/19- Juneteenth
8. June 21- Doug White Benefit
9. July 4- Fireworks

Adjournment

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



Date & Time: May,18 4:00 PM

Absent: Jay Burke, Bill Garbett, Susan Kelleher

Present: Beth Martin, Michael Flores, Charissa Murray, Sue Jackson, Cassidi Kendrick, Maria Lancaster, Cate Campbell, Sarah Bernzott, Dillon Patel, Kelly Swope (Phone)

Observers: Carol Nathan

Location: Public Safety Conference Room

Call to Order

The meeting was called to order at 4:05PM..

Approval of Minutes

Minutes for April 20, 2022 meeting passed, Cate Campbell voted, Beth Martin seconded.

Old Business

Proposed Board Guidelines- This needs to be brought back to the next board meeting. We need to determine a process for voting new members onto the board.

New Business

Main Street Intern- Maggie Wright began her term as the 2022 Summer intern for Main Street Tybee. She will attend board and committee meetings. The board approved a \$500.00 stipend for the intern to cover some costs associated with the internship. She will be focusing on social media and digital marketing, and other projects as assigned.

Committee Updates

Promotion- The Main Street Meet Up at Tybee Oaks went great, it was well attended and several business owners participated. Parking was a little bit of a challenge. Several locals cards have been picked up, over 400 have been applied for. Need to learn more discounts from businesses who are participating. Date and location has been set for the next Meet Up Event, which will take place in September. Make sure to promote the Christmas parade at the next meet up. The 135th Birthday of Tybee is this year, planning will begin soon. The pocket maps will be finalized and printed soon. When they arrive, the distribution will be focused on high traffic areas, hotels/rentals and some local businesses.

Economic Vitality- Special event ordinance/application feedback was pushed until the next meeting due to committee attendance. Mobile businesses were discussed and the committee is working on creating a statement and researching best practices for how to handle mobile businesses.

Design- Trash cans for Tybrisa have been ordered. Looking to see if old trash cans can be donated to businesses to be refurbished for private property uses (parking lots). Pressure washers are supposed to start back up in June. A representative from GA Power, Tammy, has been talking with business owners about new street lighting options.

Upcoming Events/Announcements

- Concern of excessive off beach smoking due to the beach smoking ban. The idea of more ashtrays near Tybrisa and at the end of crossovers was discussed. Need to put up signage on beach rules signs for no smoking on the beach.
- Concerns of Orange Crush Event were discussed.
- Chairs for Charity- June 11 5PM-7PM
- Concern about a pop-up event at Sea Wolf on June 11th.
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Adjournment- Meeting adjourned at 5:PM, Motion by Cate C. and second by Michael F.

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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 Executive 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 Executive Director
- Reviews with the Executive 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 Executive 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.

CONFIDENTIALITY POLICY – Documents provided to the Board are provided for the purpose of governance. They are to be considered confidential. For example, when issues concerning property or business owners private information or when they are reaching out to Main Street for guidance or advice on sensitive topics.

Communication Policy-

- **Media Policy-** At no time will a member of the Board of Directors serve as the point of contact for any media outlet in the form of a press release or interview etc., unless approved by the Executive Director. The Main Street Director will work with the various committees to facilitate interactions with the media.
- **Community/Civic Engagement-** At no time will a member of the Main Street Board of Directors or any Main Street Committee Member speak, present, etc. on behalf of the Main Street Tybee Island Program without the prior approval of the Executive Director.

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 Executive Director, who shall serve on the Committee in an advisory capacity only.

The Executive 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.

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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 Executive 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.

X: _____

Date: _____