

Vergennes Partnership – 2/3/15 – Meeting Minutes

Board members present – Ryan, Michelle, Julie, Jen, Molly, Shanon, Scott, Renny

Meeting started at 8:38 am and finished at 9:32 am.

We focused most of our time on Item. I. Primary Focus – Carnivale – Event date 3/7/15

Shanon indicated that the fundraiser was a joint effort with the Vergennes Opera House. We did the event last year and raised \$3,000 net after expenses. It's a 50/50 split with the Opera House. She feels the event has pretty good potential to raise even more money. We went over last year's silent Auction list and assigned board members the task to go get donations and contact Shanon A. prior to 2/27/15 that you have the item. We'll figure out who will store the items in the interim, hopefully there's some space at the Opera House. The silent auction items are to be in the \$ 250 value range.

We then talked about our annual meeting and the possible hiring of Smart Communications to facilitate the meeting. After a brief explanation of what services she (Gerianne Smart) would provide, a motion was made by Pres. Shanon to engage in a contract for services valued at \$ 500. The motion was voted on and passed unanimously. Renny P. suggested that we request a scope of work from Gerianne to be included in her contract so that we're all clear what services she'll be providing.

It was nearing the 9:30 time frame and most everyone had to go, but we briefly discussed agenda item II. Secondary Focus – Year Plan. There were three groups listed, Economic, Promotion, and Operations. Each group listed 3-4 board members. Shanon asked that we all decide if the group assignments were okay. At our next meeting we'll create an action plan for each group and assign priority tasks, i.e. by-laws, website, and member / e-mails lists.

Renny made one closing comment about the City holding a candidates night. He got the impression from Mayor Benton that possibly we could coordinate the event. The consensus of the board was that we would not take on this task. Scott suggested that maybe the American Legion could be contacted, or possibly the Student Council at VUHS. It was not determined who would follow up on this task / idea.

Minutes taken by Scott Gaines – 2/3/15

Vergennes Partnership – 2/9/15 – Meeting Minutes

Board members present – Shanon, Scott, Renny

Guest – Gerianne Smart of Smart Communications

Meeting started at 8:03 am and finished at 8:42 am.

Purpose of meeting was to talk with Gerianne about hiring her firm to put together a planning session for the VP to brain storm on goals for the VP going forward.

We decided on a planning session date of Sunday March 1st from 3-6 pm. at the Vergennes Police Station new training room. Scott to call Chief Merkel and make arrangements to use room.

Our meeting was to hash out the scope of work we'd Gerianne to do for the VP.

Minutes taken by Scott Gaines – 2/24/15

Vergennes Partnership – 3/1/15 – Meeting Minutes

Board members present – Shanon A., Scott G., Renny P., Jen R.,

Unofficial new board members – Jen Wyman, Liza Benton, Sarah Morris, Danelle Birong, Jane Spencer

Invited Guest: Mayor, Bill Benton

Guest Speaker – Gerianne Smart of Smart Communications

Meeting started at 3:02 pm. and ended at 6:08 pm.

Gerianne facilitated a planning meeting for the VP. Copy of the agenda below.



001.pdf

Vergennes Partnership Meeting – 6/10/15

Annual Meeting – Basin Harbor Club

6:12 pm. – Pres. Shanon Atkins called the meeting to order. She welcomed and thanked everyone for attending the meeting. She turned the meeting over to incoming President Renny Perry. Renny gave a brief history of the V.P. which started in 1999. He mentioned that because the VP is the necessary downtown organization to qualify the City to do 9 street scape projects in downtown Vergennes which are funded by VT transportation grants. The Partnership was also directly involved with some of these grants. In order to get access to these grants you need to have a designated downtown which is what the VP provides. He went over the different projects which got tax credits in downtown Vergennes. Although there were many more, the tax credits since 2007 were: 196 Main Street, Steven’s House, Ryan Block, Vergennes Opera House, and the Shade Roller building. In total since 2007 there has been \$ 531,926 in tax credits awarded to property owners in our designated down town district. Future plans are to take the electric poles

off the main street. They detract from the down town look and are a safety hazard should there be a fire on Main Street.

Renny then outlined the proposed By-Law changes, the biggest change being that of the number of members on the board. He asked for a motion to put the By-laws on the floor which was made by Shanon Atkins and seconded by Molly Goodyear. Robert Feuerstein asked that we amend the motion to include the word economy in Article 2 second item. The motion was read again with the change as requested by Robert Feuerstein. The motion was then seconded by Julie Basol. A vote was taken by the members in attendance and approved.

Then Renny went over the list of officers slated for the year.

2015-2015 – Vergennes Partnership Officers & Directors:

Renny Perry, President
Shanon Atkins, Vice President
Scott Gaines, Secretary
Jen Russell, Treasurer
Julie Basol, Director
Michelle Tisbert, Director
Connie Houston, Director
Eliza Benton, Director
Molly Goodyear, Director
Jen Wyman, Director
Ryan Scott, Director

Bob Feuerstein made a motion to accept the officers as slated. Michelle Tisbert seconded the motion. A vote was taken and the motion passed.

6:28 pm. The business part of the meeting was closed and the remainder of the meeting was handled by Gerianne Smart of Smart Communications. Two noteworthy quotes from Gerianne, Kick Some Downtown Ass. In Vergennes you can't go Naked, Thirsty, or Hungry.

Vergennes Partnership – 6/16/15 – Meeting Minutes:

Members present: Renny P., Julie B., Michele T., Molly G., Shanon a., Jen W. , Scott G.

Meeting started at 8:44 am.

Meeting Agenda:

- **Establish Committees and committee chairs**

Scott & Julie to Co-chair the Organization committee.

Michele to chair the Design committee.

Jen & Molly to Co-chair the Marketing & Promotion committee.

Renny to chair the Economic Development committee.

- **Budget**

Shanon & Jen to work on a current budget.

Jen asked if we could use \$ 380 to fund the promotion (social media) of the Arts Walk, board approved expenditure.

- **Executive Director / Manager / Coordinator job description and ad** – Renny has some old file notes for a job description. He'll pull it out for further review.

- **Establish office at City Hall** – Renny to ask Connie H. to talk to Mel Hawley and help work out details of VP using former VPD office for V.P. business.

- **Work on website** – The current link is www.vergennesdowntown.org. no formal discussion. Julie has been able to get the site back up and functioning. More work to be done by the Marketing & Promotion committee.
- **Discuss “low hanging fruit” for VP achievement** – Arts Walk Events are now underway. Julie B. indicated that there are 15 venues set up; she believes that she has an artist for each venue. Renny confirmed the grant award for a grant Julie wrote for \$1,500. Renny had the paper work for Julie to process to satisfy the new grant. The board congratulated Julie on her efforts.

(Over)

- What about the name for the organization – board decided to use the current name for now and use a tag line to promote the V.P.

Other: Renny Info. provided.

When committees meet they should keep their own meeting notes and share them with the rest of the board.

Renny talked about name branding from an example of when he was city manager for Brewer ME. He’s hopeful the VP can come up with some form of branding for Vergennes.

Renny had Mayor Bill Benton move the time slot for the City’s board meeting on the 23 rd. to the 30th. This is the meeting in which we’ll have Gerianne Smart present to the City Council on our revised plan to support our financial budget request.

Design Discussions:

Renny talked about the three City bulb outs that we have. They are all sponsored by local businesses, Ryans, DR Power, & Basin Block.

Renny mentioned that the Bristol Downtown recently took down the power poles on their main streets and replaced with light poles. This was paid for by a grant they wrote. Michele to contact the downtown rep. and learn more about the process since we’d like to do the same in Vergennes.

We talked about membership requirements and there are none other than to pay dues. Anyone can attend our meetings.

Julie B. discussed developing a master contact e-mail distribution list.

Next Meeting to be held on June 30th @ 8:30 am. – People’s United Bank conf. room

Meeting ended 9:43 am.

Vergennes Partnership – 6/30/15 – Meeting Minutes:

Members present: Renny P., Julie B., Michele T., Molly G., Shanon A., Jen W. , Jen R., Scott G. Ryan S., Eliza B., Connie H.

Visitor: Karen Wissell

Meeting started at 8:32 am.

Pres. Renny P. asked for a motion to approve all prior VP meeting minutes since Scott G. took over secretary duties 2/3/15. A motion was made by Michelle T. and seconded by Jen R. Motion was voted on and approved.

Jen W. reported for the Marketing Committee:

They're working on the VP Website now and will develop a list of questions about the site to base future changes. Looking to consider adding analytics to our site along with social media link. They'll put together budget needs for work to be done on the site.

She also talked about individual e-mails for VP board members under vergennespartnership.org. The cost is \$ 5 per e-mail, so they'll review this option and report back to u.

Molly G. also reported on social media for the V.P. She's spent \$ 75 so far to promote the VP and the Arts Walk. We received 115 likes on Facebook. She asked that we all like any Facebook post for the V.P. If anyone has any photos for the VP., please forward them to her.

Renny P. spoke indicating that he had to leave the meeting early due to a friend's funeral. He wants us to be thinking of the VP's low hanging fruit that we can work on first. He feels our priorities are the web site, membership, and events. He'll write a letter to our members to bring them up to date with what we're doing. Julie will send out our member data base for all to review / update. There has been talk in the past about monthly / quarterly meetings to invite members to like a chamber mixer. In regards to events he wanted everyone to know that Pumpkins in the park will be taken over by the Vergennes Boys & Girls Club c/o Mike Reiderer. He'd like us to follow up with the club to be sure that they do indeed take this event over since the VP has no plans to continue to support the event.

Michelle T. reported for the Design Committee:

Flowers on the bridge are once again in place. She's hopeful to find sponsors for each of the 18 flower baskets. The project cost is \$1,100. In regards to following up on the details of the Bristol

Downtown grant, she needs a contact name and number. This project involved moving telephone poles off their main street. We hope to propose this project to the City of Vergennes once we can figure out how Bristol did their project.

Connie H. stated that she spoke to Mel Hawley at the City of Vergennes regards to the Chamber Booth. Per okay to proceed with cleaning up the building. We talked about ideas of work to be done on the booth, i.e. painting, outdoor landscape, fix the exterior support pole that's rotted.

She's also going to talk to Mel H. about the use of the former police office space in City for VP office space. Renny P. has indicated numerous times that he feels this is important.

Renny P. mentioned that the banners on the street that were done by the VP a few years ago are in tough shape. He suggests that we use existing designs to create new banners. He suggested that the Design Committee take on this project. He believes that the cost per banner is around \$ 300-\$400.

Renny P. indicated that he and Gerianne Smart would be on the City Council agenda for July 14th. He and Gerianne will bring the council up to speed on the VP progress and Gerianne will present her / our management plan moving forward for the VP. He asked that all board members appear at the 6 pm. meeting to show support for our financial request.

Shanon A. & Jen R. are working on the VP budget and will have it updated prior to our next meeting.

Renny P. discussed "Branding" for the VP. He'd like to keep the VP name and use a tag line of "Little City Big Heart". Renny asked for a motion to be made regarding the branding concept and Michelle T. made the motion and Eliza B. seconded the motion. The motion was voted on and approved.

Renny P. had to leave – 9:20 am. He reminded us to attend the City Council meeting on July 14th at 6 pm. Vergennes Fire Station. V.P. Shanon A. took over meeting.

Julie B. reported on the Arts Walk project. She confirmed that the first event has been completed and there were 19 venue participants. She feels it's pretty successful and has been getting great feedback. Julie mentioned that she has the member data base file and will forward to us to make any corrections.

Next meeting scheduled for July 16th @ 8:30 am. at the People's United Bank conference room.

Meeting ended at 9:30 am.

Minutes taken by Scott Gaines, Sec.

Vergennes Partnership – 7/16/15 – Meeting Minutes:

Members present: Renny P., Julie B., Michele T., Molly G., Shanon A., Jen W., Jen R., Scott G.
Eliza B., Connie H.

Visitor: Karen Wisell

Meeting started at 8:33 am.

Pres. Renny P. announced that we won our bid with the City Council on the \$7,500 funding request. Yeah... He indicated that he had a job description written for the new position / person we hope to hire. He talked briefly about the job title and that the word "Coordinator" would be used rather than executive director.

Renny asked that we approve our prior meeting (6/30/15) minutes. Copies of minutes were handed out. Shanon A. made a motion to approve them as written, and Jen W. seconded the motion. A vote was taken and the motion passed.

Reports were then given:

Design: – Michele T. reported that she Eliza B., her daughter Megan and son Ryan, and Connie H. worked on the Chamber of Commerce booth in the City Park. The cleaned and painted inside and out. Still some work to do on the trim. Flowers on the bridge update. Somehow the automatic watering system shut off for a day or two. Kelly S. has been out to check on them and bring them back to life. The water timer is now fixed. Michele T. suggests that we look at working on a Sponsorship program to help fund the flowers on the bridge due to the high cost. She's spoken to Jeff Fritz from the Vergennes Boys & Girls Club and he's confirmed that the club is interested in taking over the Pumpkins in the Park event. Scott G. suggested that we follow up with Jeff F. & Mike R. sooner than later to be sure that they're going to take over the program. The Bulb Out by the Basin Block building looks horrible. The landlord is supposed to take care of this and has mentioned that she would do so. Eliza B. indicated that she'd and Michele T. would just do the weeding themselves later this week.

Connie H. suggested to Scott G. that he talk to High School teacher Bill VanDeweert to see if one of his classes could grow the flowers that we need for the baskets each year. Scott to reach out to Bill V. once school gets back into session.

Marketing: – Julie B. indicated that the next Arts Walk event would be on the 24th. She has contacted all prior participants via e-mail to ask that they participate again. In general the event is being considered very favorable. Some of the guests of the events have talked about the option of including some music. She's asked for some musical contacts and is hopeful to get someone to perform at Malabar's. She's meeting soon with Lillian Kennedy to help promote the artist idea.

Letter's going out to current members soon with an update on our changes / activities happening. The letter will go to both personal and business members.

Jen W. – She's spoken with Jory Raphael to redesign our logo with the new tag line. He'll work on a change and present us with a draft to consider

Organization: Shanon A. has worked on the budget and a copy was passed around. Renny P. asked for a motion to approve the budget. The budget was passed, but I did not have notes on who made the motion, etc. She's working with Renny P. on a job description for our new position. Renny P. confirmed that the job description wording was based on info. straight from our revised

By-Laws. Connie H. suggested that we check with Mel Hawley and Bill Benton for suggestions on who could fill that Coordinator role.

It's also membership dues time and she'll work on getting our correspondence out for dues. Renny suggests that we mail out our membership renewal letters in early fall.

Renny P. mentioned that the City Park was looking pretty rough with some bare spots on the green. He didn't see this as a V.P. project but would check in with City Hall. Julie B. suggested that we consider another Weed & Wine event to possibly help the situation. Board decided to set a time to weed the park and in front of City Hall on Monday July 20th between 5 – 7 pm.

Renny P. asked visitor Karen Wisell if she's like to join the VP board which she said yes. Connie H. made a motion to accept Karen W. as a new board member. Michele T. seconded the motion, the board voted and the motion passed.

Renny P. – discuss possible V.P. office in City Hall. He mentioned that one of the City Councilors stated that there was a prior plan for use of the space already. City Council slated to review plan and report back to Renny P.

Low Hanging Fruit – We talked about holding quarterly mixer type meetings to keep the VP out in the public. Possible locations, The Antidote, The Opera House, Kennedy Brothers. Talked about having a space without so much noise and the ability to offer a drink. We set a tentative date of 9/14/15 from 5-7 pm. The agreed location was Kennedy Brothers.

Wi-Fi was discussed briefly. Scott G. indicated that he'd follow up on who's in charge and report back at our next meeting. It was noted that Job Corps. recently installed Wi-Fi on their campus.

Next Meeting – set for Aug. 6th – 8:30 am. at People's United Bank conference room.

Meeting ended at 9:39 am.

Vergennes Partnership – 8/6/15 – Meeting Minutes:

Members present: Renny P., Julie B., Michele T., Shanon A., Scott G., Karen W. Eliza B., Connie H.

Visitor: Carolyn Thompson – New Vergennes resident – now local attorney in Vergennes.

Meeting started at 8:36 am.

Pres. Renny asked the board to review our previous meeting minutes and called for a motion to approve. Julie B. made the motion to approve the meeting minutes as written and it was seconded by Eliza B.

Pres. Renny discussed the Manager / Coordinator position – he handed out a rough draft job description. The City insurance carrier, VLCT, is concerned that our new person may not be a subcontractor. Renny feels that we'll need to hire this person as an employee of the VP. We'll need to address the added costs associated with employees, FICA, W.C. Unemployment Ins. A cost that could meet or exceed \$2,000. He'd like to stay with the \$15,000. He now has a check from the City for the \$ 15,000 that they allocated to the VP from the City Water Tower fund. He suggests that we make the new person a salaried employee. He's not sure about how VT employment laws applies to a salaried employee. Renny advised that his rough draft job description has been sent to Mel Hawley and Mayor Benton. He's added a paragraph related to educational background. He removed some contractor language and changed the payroll payment basis to bi-weekly vs. monthly.

Shanon suggested that we use a payroll service to save the VP time and money for processing payroll, taxes, etc. Scott suggested that we ask the payroll service if they can provide the WC coverage and include the costs within their plan. Shanon will inquire to see if that's an option.

City Hall office space – Mel H., Gerianne S., Connie H., and Renny P. met to look at the proposed space (Former Police Chief's office) for the VP new coordinator / manager person. The Opera House has a lease for the space and would be willing to sub lease the space to the VP. Renny has worked out a MOU for the space with Gerianne S. from the Opera House. The space needs some sprucing up. Still some questions to address.

Hiring Committee – Do we have one? Where do we post our employment ad? It was suggested by numerous board members to start by posting on Front Porch Forum. We also talked about posting it on our VP website, Julie B. to tackle that task. We all agreed this would be a first step and we would decide next month how to proceed. Julie B. to contact Molly G. for help in posting job ad in social media. VP is set up on Front Porch Forum already. Time line for posting the job, right away. Julie will post on VP website by Monday. Renny suggested that we form a 2-3 person committee for our hiring process.

(OVER)

Arts Walk – Julie B. reported that the last walk drew 45 people into Classic Stitching's store. Sept. will be the last Arts Walk for the 2015 season. She's meeting with Dickie Austin, general manager of the Black Sheep Bistro & Park Restaurant to make arrangements to display some of Michel Mahe's art work during the Sept. Arts Walk.

Renny P. introduced visitor Carolyn Thompson a new local attorney who's moved back to Vergennes. She's interested to work in Economic and Organizational areas of the VP. She's willing to help Julie B. on some organizational items like a membership form.

Community Mixer – Renny P. feels that we need to get the next mixer organized ASAP. If held outside of a bar / restaurant what needs to be done to legally have alcohol at the event. Eliza B. to investigate what can be done legally.

Pumpkins in the Park – Michele T. reported that the Boy's & Girls Club have formally adopted this event and may add a chili contest to the event.

Downtown Wi-Fi – Scott G. reported that he had talked to a number of folks involved in the original set up. Approx. 5 years ago the VP applied for and successfully received an E-Vermont Grant which paid for the capital costs of buying the equipment and having the system set up. The VP owns the equipment and the City of Vergennes pays the monthly Comcast bill that supports the Wi-Fi system. Scott advised the board that Mayor Benton has asked him to talk to the folks who set up the system and figure out what needs to be done to make it work better &/or upgrade the equipment.

Next meeting – Aug. 26th 8:30 am. @People's United Bank

Meeting ended at 9:36 am.

Vergennes Partnership – 8/26/15 – Meeting Minutes:

Members present: Renny P., Julie B., Shanon A., Scott G., Karen W. Eliza B., Connie H., Jen W., Molly G., Jen R.

Visitor: Carolyn Thompson – New Vergennes resident – now local attorney in Vergennes.

Meeting started at 8:31 am.

Pres. Renny P. called for a motion to approve the previous meetings minutes. Connie H. made the motion and Jen W. seconded. Vote taken to approve minutes was unanimous.

Pres. Renny P. called for committee reports. He suggested that the Design Committee work on new street banners for the Main Street. This is a tangible project that brings immediate attention to the City Streets and The Partnership. He's hopeful they could stay up year round. The costs for new banners run between \$ 200 - \$ 400. The Partnership could look for sponsors to pay for the banners.

Shanon A. reported on People's United Bank payroll services. Their service can include workers compensation coverage through the Hartford. Scott G. confirmed that he checked their proposal and we should pursue their works comp. offer. Renny P. also brought up that we'll need some general liability coverage in order to be in City Hall, it's a requirement by the City's insurer VLCT. Renny P. brought up the \$ 350 quote Scott G. had put together. Scott G. confirmed it was a minimum premium type policy. Renny P. advised Scott G. to write the new coverage, and the board agreed.

Renny P. had a conversation with City Council member Jeff Fritz regards to helping the V.P. on a membership campaign. He'd like to help and has some ideas and wants to help promote the V.P. Renny would like us to start the membership renewal now.

Shanon A. reported that Michelle T. recently met with the Boys & Girls Club regards to taking over the Pumpkins in the Park event. She confirmed that they're on task and she's helping them get organized and raise funds to support the event. It appears that the Club will be introducing a restaurant Chili cook-off during the days events.

Julie B. reported on Arts Walk on going event. She's working with Connie McFarland to update the City website to reflect 2015 current Arts Walk info. She has concerns with the calendar on the City site. Jeff Margolis handles things with the City site so we will make contact to see what can be done to get things updated. Julie confirmed that next month Michel Mahe's art work / photos will be on display at numerous venues. This should be a really great tribute to Michel Shanon A. recommends that we talk to Jon Sullivan, he does the Bixby Library site and is really good.

(OVER)

Renny P. reported that he's only received one applicant for the job position the V.P. posted. The person's name is Amy Bodette Barr. Amy is a local Vergennes resident and has some experience working with non-profits. Renny suggested that we form an interview committee. Board members on the committee will be himself, Shanon, Jen W., & Connie. Renny suggested that possibly they would have a second interview with Amy with Mel Hawley and Mayor Benton present. Shanon indicated that Vergennes Council member Jeff Fritz suggested that we contact Jon Sullivan, he believes that he might have an interest in our position. Shanon will talk to Jon S.

to see if he does have any interest. Julie B. suggested that we make one more post to Front Porch Forum and Molly Go to do the same on Facebook for the job position.

Renny P. passed out a sample MOU – Memorandum of Understanding for the office space in City Hall in the Opera House ticket booth / former police office space. The Opera House has not formally voted on this yet but Pres. Gerianne Smart feels it will pass with ease. Renny asked visitor Carolyn Thompson to help with some legal advice. She agreed to provide some tips to modify the agreement.

Renny P. asked if anyone knew if we had filed the appropriate paper work to renew our name with the Sec. of State's office. Also have we filed the appropriate tax return? Jen R. & Shanon A. will follow up on both of these items.

Renny P. discussed the upcoming Community Mixer. Eliza Benton spoke with the State Liquor Dept. The State needs to send a person down to inspect before we can proceed with a liquor license for the Mixer event. Renny P. confirmed that the mixer was Sept. 14 which probably didn't leave us much time to address this matter. We talked about just hiring the Antidote to deal with the liquor aspect and not waste our time trying to get the license. It was agreed to do this. The marketing committee was assigned the task of following up on things to get the event organized and make all necessary arrangements. Karen W. suggested that we invite any new businesses in the area to the event. Julie B. suggested that board members e-mail her any new business names for her to reach out to and invite.

Jen W. will take the lead to work with Jeff Fritz on getting our membership drive up and running.

Julie B. to meet with Dorothy A. @ B\KB Café today to go over mixer details. KB Café will provide sampler type food.

Next meeting Wed. 9/16/15 – 8:30 am. – K.B. Café at Kennedy Brothers.

Meeting adjourned at 9:42 am.

Minutes taken by Scott Gaines, Sec.

Vergennes Partnership Board Meeting Minutes 09/16/2015

KB Café @ Kennedy Bros

Board members present: Karen W, Jen R, Shanon A, Eliza B, Renny P, Jen W, Molly G, Connie H

Board members absent: Michelle T, Julie B, Ryan S, Scott G

Visitor: Carolyn Thompson

Meeting called to order by President Renny at 8:41 am.

Minutes from 8/26/15 approved. President Renny called for a motion, Connie made the motion and Jen W seconded. All in favor, minutes approved.

Carolyn Thompson was voted in as our newest Board member. President Renny call for a motion, Jen W made the motion and Molly seconded. All in favor, new board member approved.
Welcome Carolyn!

President Renny asked for committee updates.

Organization – Shanon reported that we are up to date with our 990 N IRS reporting also reinstated the Vergennes Partnership with the VT Secretary of ST at a cost of \$70.00.

Marketing – Jen W reported that Jeff Fritz is going to be meeting with the committee soon to help with the membership drive.

Economic – Nothing to report

Design – Nothing to report

President Renny updated the board on how the interview went with Amy Barr. President Renny, Connie and Shanon interviewed Amy on 9/11/15. Amy would like to be an employee rather than contracted. There was discussion on office equipment and salary. Jen W made a motion that we start Amy at \$22.50 an hour with a 3 month review, Jen R seconded that motion. All in favor, approved. Amy's start date will be 9/21/15. She will attend the retreat with President Renny 9/24 & 9/25.

Shanon discussed providing the Opera House Vergennes Green for the Ladies Rally gift bags on Sept 26th. She proposed we donate 25 \$5.00 Vergennes Greens. Jen W made a motion, Jen R seconded that motion. All in favor, approved.

Shanon discussed providing and preparing the bags of candy for the kids at Pumpkins In the Park on Oct 24th. She also reported that 4 area banks will be donating candy. VP will provide the bags and may need to pitch in a few more bags of candy. VP will put the bags of candy together. Shanon proposed a bag stuffing party. Jen R made a motion, Connie seconded that motion. All in favor, approved.

Next meeting: 9/30 at 8:30 at KB Café @ Kennedy Bros.

Meeting adjourned at 9:42.

Minutes taken by Shanon Atkins, Vice President

Vergennes Partnership Board Meeting Minutes 09/30/2015
KB Café @ Kennedy Brothers

Members present: Molly G., Julie B., Eliza B., Connie H., Jen R., Carolyn T., Karen W., Shanon A., Renny P., Scott G., Michelle T.

Guests: Bob Feuerstein, Mary Bargiel

Meeting called to order 8:33 am. by Pres. Renny P.

Minutes from 9/16/15 meeting approved. President Renny called for a motion; Jen R. made the motion and Molly G. seconded, all in favor, minutes approved.

Pres. Renny asked for committee report updates:

Organization:

Julie B. reported that she met with Jeff Fritz last week to work on our membership letter. She's working on consolidating our multiple data bases. Julie to put together a work date to scrub our lists. Jeff F. is suggesting to create door hanger type fliers to help promote membership. Bob F. suggests that we use the City of Vergennes grand property tax list as a source of leads for creating a mailing list. Julie to make contact with the City and obtain the grand list file.

Renny P. mentioned that he and Jeff F. talked about the idea of members getting something for becoming a member. Also give folks the opportunity to donate directly to a project instead of just a general donation.

Jen R. reported that we're nearly out of Vergennes Green checks and that she's working with Alan from Precision Print to update our logo because they're not able to copy our old logo.

Marketing:

Julie B. confirmed that the Arts walk project has been completed. She has to report to the VT Community Foundation for the grant they gave us. She asked for some photos to share / include in her report. Molly G. has some and will forward to Julie. Pres. Renny suggests that we take photos of everything we do to help promote the efforts of the Partnership. Molly G. will also give Amy B. a copy.

Shanon A. reported on the status of the Pumpkins in the Park event. Confirmed that the VP has asked the Boys & Girls Club to take over the event and that the VP would help in the transition. She's helping the club with organizing of the event. The event

date is Oct. 24th from 4 – 7 pm. She has 4 local banks helping to underwrite the cost of the candy of which we'll need to stuff approx. 400 bags. Michelle T. has a formal list of the events; she too is involved in helping the B&G Club get organized. She'll e-mail the board a copy of the event details. New this year is a chili cook off with nine local restaurants as event contestants participating.

Shanon A. also advised us that we have the Holiday Stroll as a VP event that needs to be organized / marketed. The event is the first Sat. of Dec., Sat. the 5th. Amy is aware of the event and working on the preparation. Bob F. suggested that we have a pumpkin soup contest to help add to the event. Mary B. suggests that we light up the entire downtown to create holiday spirit, to help make Vergennes a destination stop for visitors, shoppers, etc.

Shanon A. indicated that Mark Ploof of the 2016 Summer Vacation Guide was asking the VP if they wanted to be listed / advertise in their guide. Renny P. suggested that we promote the guide to our members but suggested that we pass on the offer due to the cost. The board agreed that we didn't have sufficient funds to participate.

Economic:

No reports.

Design:

Renny P. advised that this committee needs to meet soon to work on the street banner project. Karen W. suggested that we ask the Vergennes American Legion to put up a banner to honor their veterans.

Renny P. reported that he introduced our new employee Amy Barr to the City Council last week. She's on vacation now until Oct. 6th. Renny himself will be out of town until Oct. 11th. He's working on tasks for her to handle while he's out of town. He'd like to schedule a meeting with Caitlyn Corkins, the State tax credit program

person, to help our businesses learn more about the available tax credits and an Efficiency VT representative for programs available to downtown businesses.

Renny P. advised that the last retreat he attended he picked up a design tool kit provided by the Downtown folks which he's given to Michelle T.

Bob F. asked if the VP could help provide some guidance to entice a couple of new tenants to his building. The board agreed we'd love to try and help and that we'd form a so called SWAT team and get back to Bob. He mentioned the two prospective tenants were a beer and a cider brewers.

Renny P. indicated that he, Amy, Mel H., and Mayor Benton met on 9/29/15 to go over the "MOU" to get a better understanding for both sides. The City Council had on their last meeting agenda to talk about the "MOU" for the proposed VP office space. It didn't get voted on but will be done soon. He indicated that it's very likely it will be approved. We'll be in the former police Chief's office space and enter through the ticket booth space as you first walk into City Hall on the right. We'll be able to connect to the City's internet provider, use their phone system and not incur any rent or heat charges. Move in date hopefully after next council meeting. Renny P. reported that Jen W. is looking into the status of a used laptop for Amy to use. Renny indicated that Amy has her own computer and will likely use that until we have our own.

Next Meeting – Oct. 21st. 8:30 am. @ Kennedy Brothers.
Meeting ended at 9:39 am.

Minutes taken by Scott Gaines, V.P. Sec.

Vergennes Partnership Board Meeting Minutes 10/21/2015
KB Café @ Kennedy Brothers

Members present: Molly G., Julie B., Eliza B., Connie H., Carolyn T., Shanon A., Renny P., Scott G., Michelle T., Amy B.

Guests: Bob Feuerstein, John Peters

Meeting called to order 8:34 am. by Pres. Renny P.

Minutes from 9/16/15 meeting approved. President Renny called for a motion; Eliza B. made the motion and Molly G. seconded, all in favor, minutes approved.

Pres. Renny asked for committee report updates:

Organization:

Amy B. & Julie B. are working on the grant list and our data base. They're meeting with Mel Hawley today to figure things out and finalize a mailing list for our membership campaign.

Julie B. reported on the door hanger project. The hangers are done and ready to be distributed. Julie indicated that we're promising quite a bit on the hangers and we need to be sure we're ready to deliver on our promise before we distribute. 1,000 hangers have been printed. Jeff Fritz kindly paid for the printing. We briefly discussed our VP logo and there was discussion about making sure our name was printed within our logo. Amy B. stated that she wants to be sure people know what Vergennes Green is all about. For every \$ 100 donated we could give \$ 10 back in Vergennes Green back to the new member.

Pres. Renny has two pages of priorities for Amy B. to tackle.

Marketing:

Economic:

Renny reported that some members have met with a local business in town. Connie H., himself, and Bob F. Nothing more reported about the meeting. Shanon A. to e-mail us a current list of members.

Design:

Michele T. reported that she and Mary B. met to discuss the new banners. They've located a person to do the banners – Joe Painting. Looking to get them done by Spring. Pres. Renny suggested that we continue to look into getting sponsors for each of the 10 banners to help offset our costs for getting them updated and show our business community support.

Office space update – Pres. Renny advised that an MOU has been signed with the Opera House. The MOU with the City should be signed next week. Connie H. and

Amy B. met with Mel H. to discuss improvements for the office space. Mel has authorized Symquest to get the office space set up for internet access and Fairpoint has been contacted to get phone access set up.

Pumpkins in the Park event – Shanon A. reported that all tasks for the event have been assigned. She reminded committee members of their respective tasks.

Holiday Stroll event – Julie B. reported that the planning process has begun, but we're still looking for an event chair person. Julie does not wish to chair the event this year. It was discussed that Jen W. had indicated a possible interest, but she asked to have a co-chair. Julie has a template for the event and will gladly give it to whoever takes the chair position.

Door Hanger project – Renny P. indicated that we need to figure out how / who will distribute the door hangers. He indicated that Lee Shorey at the school already has a group of kids that will distribute the hangers. He will talk with her to be sure we're on track and that there is a plan in place.

VP website and online donation capabilities - Amy B. feels this is very important that we get this done soon. Renny P. suggested that we contact Jen W. for assistance.

Mailing and contribution lists – Renny P. reported that we have a proposed deadline date of 12/1/15 to mail out our member and non-member contribution letters. John P. suggested that we make sure to get someone with the same software that works with Word Press Site Design. Connie H. made a suggestion that for now due to timing, we use our existing lists and proceed forward with the mailing.

Tax Credits & Efficiency VT seminar. The VP is hosting a one day seminar at KB Café on Friday Nov. 13th 8 am – 9:30 am. Per Renny he has two folks from the State coming down to make the presentations. Scott G. expressed concern about how

best to get folks to attend. Very short window of time to get the word out and then actually get folks to attend. We talked about using a post card flier, Front Porch Forum, and e-mails to both owners & tenants of buildings in our downtown district.

Next Meeting – Wed. Nov. 18th @ 8:30 am. – KB Café

Meeting Ended – 9:38 am.

Minutes taken by Scott Gaines, V.P. Sec.

Vergennes Partnership Board Meeting Minutes 11/18/2015
KB Café @ Kennedy Brothers

Members present: Amy B., Carolyn T., Karen W., Molly G., Julie B., Jen R., Eliza B.,
Connie H., Shanon A., Renny P., Scott G., Michelle T.,

Guests: Bob Feuerstein, John Peters

Meeting called to order 8:34 am. by Pres. Renny P.

President Renny called for a motion to approve the meeting minutes from our 10/21/15 meeting. A motion was made to approve them by Carolyn T. and seconded by Jen R., all were in favor, minutes approved.

Pres. Renny asked for committee report updates:

Design:

Eliza B. reported that her committee met yesterday. They've spoken to Rory R. and he will help with an updated design for the street banners.

Economic Development:

Renny P. has a committee meeting set for this Friday morning. They'll be talking about the empty spaces (store fronts) on Main Street and the relocation of Three Squares Café to the former Luigis space in the Ryan Block building. Apparently Three Squares Café doesn't have to move out of their space until March. Renny feels the V.P. might be able to help get some tax credits on any renovation work being done. No word on who might move into the Three Squares Café space. Rumor has it that there are code issues in this space, so again maybe the V.P. can provide assistance.

Door Hanger Project – Renny went over who did what streets around Vergennes and helped identify some streets that hadn't been covered yet. Connie H. & Liza B. agreed to take a couple of streets. Jen W. indicated that once the door hangers were out she would engage other social media venues, like Facebook to help promote the project.

Amy B. working on our membership letter. She hopes to mail it out by Dec. 1st. Julie B. indicated that we now have a current Grand List from the City of Vergennes. She needs help in deciding who to send out a letter. There are 994 names including both individuals and businesses. Renny P. suggested that we focus on businessowners in the downtown district. Especially the ones we have in our own data base. He doesn't recommend mailing letters to just individuals. Julie B. suggested that we put a message out on Front Porch Forum. The board agreed and decided to put out the notice any time now.

Karen W. suggests that we focus our efforts to give donors specific areas to donate their money, i.e. bridge flower project, banners, etc.

Renny P. to approach Mel Hawley at City Hall to figure out how best to approach a solicitation to our three largest contributors, GMP, VT Gas, & Pomerleau.

Renny P. wants to update the tax credit figures for our P.R. related materials. The total to date for tax credits amount to \$ 741,000 and grants around \$ 300,000.

Renny P. indicates that he'll have an updated budget for us at our next meeting. We currently have \$ 25,000 in our checking account.

New V.P. Office Space – Renny P. has a meeting with Mel H. tomorrow. The area has been emptied out; flooring is now back down to hard wood. Renny P. and Mike D. did the demo work. By the end of the month they hope to have the flooring done and install a half wall and new lighting.

Pumpkins in the Park – Michelle T. advised that the event would be all ours next year. The Boys & Girls Club has decided that they will not do the event again next year. Michelle T. suggests that we keep the chili contest portion of the event but consider giving the rest of the event away or discontinue hosting the event. She suggests that we hold the event early in Oct. Renny P. doesn't feel that we should be involved in any non-business oriented event. Our events can be community based but directed towards business. Karen W. suggested that whoever does the Trunk or Treat event at St. Peter's parking lot, take over Pumpkins in the Park.

Holiday Stroll – Jen W. presented a schedule of events for everyone to review. It was a rough draft and she's looking for direction and volunteers. Tasks were assigned to all willing board members.

Michelle T. would like the V.P. to buy a specially made holiday ornament to see during the Holiday Stroll. The cost of the ornaments is \$ 2.25 and she suggests that we buy 100. Renny P. asked for a vote to approve the expenditure. A vote was held and approved.

Amy B. got an e-mail from American Express Small business promotion Saturday. She has a bunch of stuff that they mailed to the VP to hand out, tote bags and misc. promotional stuff to help our businesses promote buying local in downtown Vergennes on Black Saturday, the Saturday after Thanksgiving. She and Julie B. will distribute the promotional stuff throughout downtown.

Amy B. is scheduled to attend a Downtown District meeting on 12/4/15. It's down in Wilmington, VT Renny P. advised he would not be able to attend. He asked if anyone could attend with Amy.

Guest Bob F. asked if Vergennes has any signature events that identify who Vergennes is other than Vergennes Day. No one could come up with any event. He feels that there should be another one.

Julie B. brought up a point that once Three Squares Café moves to their new location, our downtown parking problem will be an even bigger problem due to employee parking. She'd like to see the V.P. make an effort to approach the parking issue with City Hall. Previously the City of Vergennes leased the empty parking lot behind the Ryan Block and across the road from the Boys & Girls Club. Could that be pursued again to help provide employee parking off the main street.

Renny P. confirmed that the small business seminar that the VP hosted had 8 people attend and they met with two business owners after the meeting.

No date set for next meeting due to the holidays.

Meeting Ended – 9:46 am.

Minutes taken by Scott Gaines, V.P. Sec.

Vergennes Partnership Board Meeting Minutes 1/13/2016

KB Café @ Kennedy Brothers

Members present: Scott G., Carolyn T., Eliza B., Jen W., Karen W., Julie B., Amy B., Michelle T., Renny P., Molly G.

Guests: Kathy Rossier, Shawn Dye, Bob Feuerstein, Lillian Kennedy aka “Lovely Wife”

Meeting called to order 8:35 am. by Pres. Renny P.

No motion for meeting minutes made

Design Committee: Michelle T. She has a meeting next week with a designer for the City Street Banners. She’s also working on some things being for a Chili Festival event. She’s meeting with Two Brothers Café Owners to learn about their event. She hopes to present more in March.

Economic Committee: Renny P. advised that they had their first SWAT meeting. with a local business. He hopes to help 3 Squares Café on their pending move up the main street with tax credits. He also mentioned that they’re talking to another business that wants to move into Vergennes. Due to privacy issues he did not disclose their name.

Guest Bob F. mentioned that the Clock Shop was also moving out of their space. A brewery was going in where the Clock shop is and they’re looking for a new space for his store.

Marketing: Jen W. Her committee is thinking of creating a Vergennes Restaurant week sometime in early June. Julie B. has talked with Andrea from the Park Squeeze and they're interested in the idea.

Amy B. – Our V.P. Facebook page is active. She indicated that we have approx. 800 followers. She suggests that all board members check it out. If anyone takes any photos of things in Vergennes to please forward them to Molly or Julie.

Guest Kathy Rossier talked about a Feb. event being done by Daily Chocolate – Golden Ticket Raffle. It's a collaborative effort with Raintree. She suggested that the VP should consider supporting the event.

Amy B. asked if we can offer support to get other local businesses to coordinate their collaborative events.

Amy B. advised that we have a few bad e-mails in our data base, they are – piggature@together.net, and mikew@lakechamplaincommitte.org. She asked that if anyone knows who these folks are and have updated e-mail addresses to forward to her.

Julie B. – She suggests that we try to help businesses promote our tag of Little City Big Heart on their advertising. We could have Molly G. put on a social media seminar.

Julie B. – It's time for another V.P. Mixer

Renny P. – confirmed it's time for a mixer and a newsletter. He suggests that we highlight a business or two within our newsletter. Julie B. indicated that she will try to publish a newsletter next week if she can get enough data from everyone.

Guest Shawn D. advised that he'd be willing to interview some businesses.

Renny P. – VT Gas has asked to have a meeting in Vergennes regarding the pipeline expansion. Will the VP be willing to allow them to set up a meeting? Mixed discussion about the request. No decision made. Next mixer set for Feb. 25th – 5 pm. at K.B. Julie to work with Carolyn on the event set up.

Renny P. – Member ship update. He asked that we look at the grand list for folks that we know to help create another mailing. There was discussion about reaching out to residents living on the lake. Renny had a conversation with Bill Mazene who lives on the lake and he's willing to help solicit for VP funds. Karen W. brought up the idea that we make it clear in our solicitation letters what we'll do with their money. Amy B. indicated that the first round of letters netted approx. \$ 3,000.

Renny P. – New Office Space Update. Renny indicated that we're close to moving in to the new space. He and Amy will finish the painting job tomorrow. We should be in next week. We now have our own phone number – 877-1163.

Renny P. – He's working on some grants for Street Scape and Electric Plug in Stations. Efficiency VT wants to make the VP a pilot program one of 4 to be registered in the State. City Wi-Fi, the City would like to expand the service to the Basin. He mentioned that our website was a bit outdated and needs to be redone.

Amy B. – She has contacted the web designer of the Waterbury Downtown group to get ideas for our website. Julie B. suggests that we all feed content ideas to Amy to help develop our site.

Julie B. – Arts Walk – The question is coming up if the VP is going to host / coordinate the Arts Walk this year. She will consider doing a March grant to support / fund the event. She will work with Eloise of Creative Space.

Renny P. asked that we all think about ideas to help create an event that will provide continuous funding for the V.P. similar to what Sweet Charity is doing.

Renny P. – V.P. Budget – Renny advised that a rough draft is complete and handed out copies. He indicated that we're not ready to adopt the budget yet.

Next Meeting – Feb. 3rd same time and place

Meeting ended 9:55 am.

Vergennes Partnership Board Meeting Minutes 2/3/2016
KB Café @ Kennedy Brothers

Members present: Renny P., Molly G., Amy B., Carolyn T., Jen R., Scott G., Julie B., Michelle T.

Guests present: Kathy Rossier, Vergennes Movement Studio, Bob F.

Meeting started at 8:34 am.

Motion by Molly G. to accept and approve previous meeting minutes and seconded by Jen R. Vote taken and motion passed to accept meeting minutes.

Committee Reports:

Design: Michelle T. reported that she had another meeting with Rory R. on the banners. Things are going well and they hope to present some final designs for approval very soon. Bob F. asked if we would have the V.P. name / logo on the banners. Michelle advised that they're looking at that option right now but no decision has been made yet.

Promotion / Marketing: Julie B. reported that they're planning to meet soon to talk about our current logo and how we promote ourselves going forward. She feels we need a consistent face. Molly G. suggests that we put our history up on our website. Jen R. indicated that the Vergennes Elem. School has solicited the VP for a prize for their upcoming talent show. Jen advised that she would donate some Vergennes Green to the show as a VP prize.

Organization – No formal report

Economic Development – Renny P. advised of various discussions going on with businesses looking to move into Vergennes &/or change locations within Vergennes. Due to privacy issues he cannot elaborate at this time. He did comment that we all know about David Welch The Clock Shop store is moving out of the Boys & Girls Club building. The VP will be working with Dave on his possible relocation options. Amy B. is also talking to folks and businesses to let them know what the VP can do for them. Julie B. indicated that a new craft shop is opening up in Ferrisburgh in the People’s United Bank drive up location building. The new person is a Hinesburg business owner that wanted to locate in Vergennes but ended up just across the line in Ferrisburgh. Renny P. advised that he and Amy B. are writing a grant with the City of Vergennes for the side walk repair in front of the Boys & Girls Club front entrance. The grant has \$300,000 - \$ 400,000 of State funds available for these projects but the grant will be very competitive. No estimate on work yet but he estimates it will be in the \$ 50,000 range.

Renny P. talked about our first phase of membership and fundraising drive. We’re now over \$ 5,000 deposited. VT Gas gave us \$ 500, Pomerleau nothing yet, DR Power still considering. Amy B. talked about a strategy to reach out to UTC. Julie B. suggested we start by sending out a letter. Renny P. advised that the second phase of letters would be going out very soon including targeted letters to the folks living along Lake Champlain near Basin Harbor. He has a friend who’s willing to help solicit a select group of folks along the lake. Amy B. asked that board members go through our grand list again and pick 20 people apiece to solicit. She will create a proposed letter to use and to approve.

Budget Review / Approval: Renny P. and Amy B. met yesterday to go over and finish budget. They’re putting all financials into Quick Books software to help in organizing our finances. Once this is done we’ll present to the board for final approval. Per Renny P. we are solvent.

Coordinator’s Report: Amy B. reported that her new office at City Hall is now completed and opened. Many thanks to Renny P. and Mike D. for their volunteer efforts. She reminded us of the upcoming Social at the Opera House on Feb. 25th 5pm. – 6:30 pm. Following our Social will be a Basin Committee Task Force meeting, a public meeting held from 6:30 pm. – 8 pm. The VP will provide snacks, deserts for both meetings. All board members were asked to help out in some way. In regards to the Carnevale event she’s going to announce the event on Front Porch Forum and

wants help promoting the event to other town Front Porch Forums. She'll ask board members for contacts outside the City to use for getting the word out through other town Front Porch Forums. Amy advised that she has joined the Addison County Chamber of Commerce board as a Vergennes representative. She's the only Vergennes person on the board. She asked if anyone else was interested.

Carnevale Preparation: Renny P. reminded us of the big fundraising event coming up with the Carnevale. The theme this year is "Marco Polo Returns". Last year the VP brought in \$5,500. This year the event will have another co-sponsor, the Boys & Girls Club. Proceeds of the event will now be split three ways. He stressed the importance of really selling this event and everyone helping out in any way possible. Tickets are limited to 200. Last year they sold approx.130 tickets. He feels we need to maximize the silent auction. The VP was in charge of the silent auction last year and will be again this year. Julie B. will send out business solicitation names to all board members to ask them to help solicit silent auction items. Renny P. indicated that we'll add a 50/50 raffle to the event. We'll need to provide servers for the meal and he's hopeful board members can help fill those slots. The VP planning committee will meet after this meeting to get organized. Committee consists of Julie B., Amy B., Lynn P., Shanon A.

Future meetings – Renny P. would like to keep future meetings on the first Wed. of each month. The board agreed that this will work for most board members. We will meet March 2nd at Kennedy Brothers in the new co-hosting office space

Meeting ended at 9:41 am.

Vergennes Partnership Board Meeting Minutes 3/2/2016

KB Café @ Kennedy Brothers

Members present: Renny P., Amy B., Carolyn T., Jen R., Scott G., Shanon A., Eliza B., Michelle T.

Guests present: John Peters, Kathy Rossier, Lillian Kennedy, Bob F.

Meeting started at 8:36 am.

Motion by John P. to accept and approve previous meeting minutes and seconded by Eliza B. Vote taken and motion passed to accept meeting minutes. One correction brought up on the meeting minutes. Changed Rory R. to Jory R. in first sentence of Design committee report.

Committee Reports:

Promotion/Marketing: Michele T. reported that we will start planning for our own Chili Fest at the end of March. She's going to attend the event in Middlebury this coming weekend and take notes. Anyone interested in being part of the planning make contact with her. Also, flowers on the bridge will happen again this Spring. She's going to solicit local businesses to sponsor the baskets at a \$ 100 per basket price. In regards to our Banner program. Jory R. should have a mock up for us to view and have the board approve. She will forward once Jory is done with his mock up. No plans at this time to solicit funds for the banners.

Kathy R. suggests for the flower pot project to talk to VUHS horticulture dept. to see if they can help with the flowers that we need. If not them maybe a local garden club.

Organization:

Annual Meeting:

Renny P. suggests that we get started on planning for our annual meeting. It's typically held in June. We should have a program to go with the meeting. Shanon A. advised that she'd get her committee together to start the planning.

Economic Development:

Bob F. recently spoke with Barre City Mayor for input on what they're doing for economic development. Bob suggested that we put together a new web site. Amy B. confirmed it was in our marketing plan and the new site will have a tab for available / vacant properties in Vergennes. She mentioned that the Addison County Economic Development Corp. has a listing of vacant properties in Addison County. She would like to coordinate with them and the City to get this list together.

Renny P. also advised that he and Amy met with Caitlin Corkins, the State of VT tax credit person. They met with three different people to explain how the tax credits work. They also did a walk-through of the respective premises that could be considered for tax credits. During one of the tours a question was brought up about having picnic tables in the park along with bike racks on City Hall side of street. John P. spoke about and commented that bikers will want the racks right outside the restaurant so that they can see them, not across the street.

Renny also commented that a VP. Grant is what helped get the new bus stop shelter built. It was a \$ 17,000 project.

Membership & Fund raising drive update:

Renny P. advised that we're into the 2nd phase of our letter fund raising campaign. We're up to \$ 10,000 received to date. W.O.W. gave us \$4,750, Pomerleau has committed to \$1,000, D.R. Power gave \$ 250, and VT Gas \$ 500. Treasurer Jen R. reported that our checking account balance is \$ 23,877.45.

Carnevale Preparation:

Our joint fund raising event is this Sat. night, set up will be 6:30pm. For decorating, and 3 pm. for silent auction work. Lillian K. mentioned that she is offering a couple of her paintings for the silent auction. Renny P. advised that his wife Lynne would coordinate with her on the painting donations. Volunteers need for Sunday tear down which will be 10 am. The event is an Italian version of Marti Gras. The Fritz's are offering a big dinner event at their Addison Lake House Sept. 10th. The event is set up for 36 people and the cost is \$ 125 per person. The venue will be a barbecue.

Coordinator's Report:

Amy B. reported that we've hired John Sullivan to redo our V.P. website. Amy and our V.P. website committee are helping John revamp things. The Vergennes Animal Hospital has donated a lap top computer with quick books software. A big thank you to VAH.

New Board Member:

A motion was made to accept Kathy Rossier as a new board member. Motion made by Carolyn T. and seconded by Jen R. A vote was taken and motion passed.

Partnership Community Social – How Did it Go?

Renny P. received good feedback from event participants and feels it was a great success. He suggests that we continue since it's a good connection with the community.

Transportation Fund Grant Application Update:

Renny P. advised that we've applied for a grant to help fix the City side walk in front of the Antidote / Boys & Girls Club. The Antidote is expanding to the Clock Shop space upstairs. The Antidote is planning to have a brewery tasting room in this space. The grant will help make the sidewalk ADA compliant. The project cost is estimated at \$ 80,000. The grant would pay half the cost. The prospects for our grant look good since the expansion will be considered growth with increased payroll / jobs.

Fund Raising Ideas:

Kathy R. mentioned that Linda from Linda's Apparel wants to have a ladies night shopping event created. She's interested in feedback and a possible date. The first Thursday in May was discussed – May 5th.

What's Next – Setting Priorities:

Next Meeting: April 6th – 8:30 am. @ K. B.

Meeting Ended – 9:37 am.

Minutes taken by Scott Gaines, Sec.

Vergennes Partnership Board Meeting Minutes 4/6/2016
Co-Hosting Conference Room @ Kennedy Brothers

Members present: Amy B., Jen R., Scott G., Shanon A., Eliza B., Michelle T., Connie H., Karen W., Molly G., Julie B., Kathy R.

Guests present: Bob F., Linda C., Joanne C.

Meeting started at 8:34 am.

Approve minutes of previous meeting – Motion made by Michelle T. to approve minutes, and seconded by Jen R. Voted and approved.

Banner Project – Michelle T. confirmed that an order was placed for our new banners. They should be done in 2-5 days. Jory R. did the graphic design work for free. He's also going to help revamp our VP logo. Kathy R. asked if we owned a logo. Amy B. confirmed that we do but it's not copyrighted. Julie B. asked if she could have the logo in a jpg. format for future marketing. Amy B. will invoice all of the donor sponsors - \$ 90 per sponsor. Karen W. suggested that we have a banner at each entrance to Vergennes. Amy B. liked the idea.

Carnevale Results – Shanon A. advised that we were in charge of the silent auction portion of the fundraiser and that is what brought in 75% of the proceeds. Amy B. confirmed that the VP netted \$ 7,000 from the event. It was a great success! Even with the added split of sharing proceeds with the Boys & Girls Club we still ended up with more money than last year.

Upcoming VP Sponsored Events:

Ladies Night - Linda C. spoke to Kathy R. about helping to create a Ladies night event. They have chosen May 5th from 4-7 pm. They will coordinate with other down town businesses to stay open for this event. Kathy R. is talking to local restaurants to offer specials to entice ladies to come out and shop on the 5th. She's also talking to Lincoln Peak, Whistle Pig, and Stone Cutters to get involved in the new event. Amy B. will help promote the event for the V.P. Per Bob F. new tenant Shacksbury Cidery will set up a tasting at Kennedy Brothers to help support the event.

Restaurant Week – Shanon A. mentioned that Jen W. has an idea / plan to make June 19th – June 25 restaurant week. There would be a theme celebrating local food, daily and weekly specials to help promote our local producers. Our goal will be to help coordinate the promotion. More details to follow.

Arts Walk – Julie B. advised that we didn't get a grant this year. Last year we won a \$1,500 grant. She still wants to continue this event. Middlebury is not doing their arts walk this year. The event would be the 4th Friday of each month starting in June and ending in Sept. She's making a call out to local artists to support the promotion. Julie is trying to get Creative Space to organize the event so that VP doesn't have to go forward.

Chili Cook-Off – Michelle T. is going to meet with Ted Shambo, co-coordinator of the Middlebury Chili Cook-Off to understand what it takes to make a successful event. No date set as of yet but likely fall foliage time frame.

Community Projects:

Picnic Tables in the Park – Amy B. would like to take the lead on this project. Matt B. at Three Squares Café has offered to buy the tables if we can get it approved with the City to place them in the park. She's already spoken with City Manager Mel Hawley, he asked how many and where would they be placed. Bob F. suggests that we buy tables that are low maintenance. Shannon A. advised she'd research the costs involved and get some pricing.

Flowers on the Bridge – Michelle T. has talked with Kelly Sweeny. We need to work on a proper water supply. We've had trouble in the past keeping the flowers watered. We have 18 baskets, approx. cost of \$ 100 per basket. Six sets of 3 baskets.

Wi-Fi at the Basin – Amy B. feels that we should pursue this project. She's talked to Jon Sullivan and feels that this has great potential and Jon is willing to help. Per Amy, "We can do this" Bob F. advised he'd be willing to help out. Amy will set up a special meeting of which Mayor Benton would like to be involved.

Coordinators Report:

Website – Amy B. feels this is a very important project for the VP. She's working with Jon Sullivan to rebuild our site.

QuickBooks – Amy B. has this software and is setting up our accounts.

Newsletter:

Per Amy B. the newsletter has taken a back seat to other projects. We'll get back on track per Amy.

Annual Meeting:

Shanon A. advised that her committee was in charge of getting this set up. It needs to happen in the month of June. We set a date for the event of June 22nd. She will start the planning process now that we have a set date. Possible location would be the Opera House. Possible guest speaker would be Gary H. from the State Downtown Org.

Fundraising Ideas:

Renny P. left notes with Shanon to remind board members to keep thinking of ideas that can provide us with an ongoing revenue source.

Meeting End Time – 9:59 am.

Next Meeting – Wed. May 4th

**Vergennes Partnership Board Meeting Minutes 5/4/2016
Café Area @ Kennedy Brothers**

Members present: Amy B., Jen R., Scott G., Shanon A., Eliza B., Connie H., Molly G., Julie B., Kathy R., Carolyn T., Renny P.,

Guests present: Bob F., Joanne C., John P., Peter G., Jon S.

Meeting started at 8:31 am.

Approval of previous meeting minutes – One correction made for prior meeting minutes, Shacksbury Cidery is not setting up at our meeting at Kennedy Brothers for the Ladies Night event on May 5th. Motion made by Eliza B. to approve minutes, and seconded by Jen R. Voted and approved.

Guest Speaker Peter Garon from Northlands Job Corps, the new H.R. director. He wanted to reach out to the V.P. to keep a connection between the Vergennes community and Job Corps. He's looking to reach out to the business community directly to foster a better understanding of Job Corps. and hopefully develop better relations. He'd like to see merchants create discounts for their employees to help entice more local shopping.

Annual Meeting: A date has been set for our annual meeting – June 20th 5:30 pm. @ Kennedy Brothers. Our guest speaker will be the VT Downtown Program Director Gary Halloway. There was talk of a possible joint meeting with the Addison County Regional Planning group &/or the Vergennes Basin Committee. Nothing confirmed as of this meeting. Renny P. suggested that we send out a save the date e-mail to all interested parties. Julie B. suggested that we promote the event via social media.

V.P. Sponsored Events:

Ladies Night - Amy B., Jen W. & Molly G. working on event. The plan is to draw people from out of town to shop in Vergennes. An ad will be going in the Addison Independent to promote the event. Posters have been made and disbursed.

Vergennes Banner Unveiling – The new banners are done and ready to be put up. No set date yet but most likely this week. She will e-mail everyone once a date / time have been set. She's hopeful to get some good press out of the unveiling.

Restaurant Week – Jen W. has spearheaded this project. The event is set for the week of June 19th – 25th. Some concern about the event following the VT restaurant week. Some discussion as to whether we should post pone the event but it was decided to go forward. It's believed that our core restaurants are on board.

Arts Walk – This event will be held the 4th Friday of each month starting on June 24th. Julie B. confirmed that she has post cards done. Waiting for press release from Eloise from Creative Space. Julie believes that she'll use lawn signs again to help promote event. She will wait until the Ladies Night event is over before putting out signage. She's working on getting our website set up to promote this event.

Chili Cook-Off – No report. Michelle T. not able to make meeting.

Community Projects:

Picnic Tables in the Park – Shanon A. reported she found some durable tables at a cost of \$ 500 each. They were wooden tables that we could paint with colorful historical colors, such as the Steven's House color. Numerous discussions about not getting treated lumber tables due to the bad chemicals which was agreed to unanimously. John P. suggests we go with straight wood tables and paint them. Mel Hawley indicated it was okay for the VP to move forward on this project with a limited number of tables. Kathy R. to stop in Ferrisburgh to ask about pricing from a local wooden ware vendor on Route 7. She believes they have premade tables at a reasonable price. We talked about 4-5 tables and set a tentative goal to have them in the park by Memorial Day.

Banner "Anchors" near Police Station - Amy B. has spoken to Mel Hawley in City Hall about using anchors to support the new banners.

Flowers on the Bridge – Michelle T. has coordinated the project and has Kelly Sweeny putting the flower baskets together. We're working with Jim Larrow from Vergennes Public Works to make sure that all devices are working properly for our flower baskets.

Wi-Fi at the Basin – Amy B. reported that a committee has met and we're making great progress. Jon Sullivan gave us a brief update on their plans. The plan is to use technology that can grow and be used in the Downtown. More details to follow. It appears the hook up for the Basin will be fairly easy. They're working on the equipment costs now which appear to be very reasonable, the real cost will be

the monthly charge from Comcast to support the service. Amy B. to set up another meeting to keep the progress going forward. Bob F. confirmed that the set up in the Basin should be fairly reasonable. The plan is to have service up and running for our boating guests this summer.

Economic Development Updates - Renny P. advised that their committee had to reschedule their most recent meeting. Renny did advise that he will be pursuing donations from our so called "Lake People" to help support our projects. He's been told that there is support along the lake for the efforts done by the VP.

Grants – Renny P. reported that the grant for the School street project with the Boys & Girls Club and the Antidote are moving along. They're hoping for a fall 2016 start date, but it's possible it could be delayed until Spring of 2017. The Antidote is busy with their own expansion project this summer. They're expanding to the upstairs in the Clock Shop space.

Vacant Downtown Building Spaces – Amy B. reported that she's having some meetings with the vacant building space owners to try and help them with their permitting process. Renny P. advised that the City has an informal flex permitting process which we hope to use to help our building owners move forward. Jen W. is working with Basin Harbor Club to dress up the vacant window space where Three Squares was located to help make the space look inviting. Kathy R. suggests that we reach out to the VUHS art dept. to see if we can't get some local student art displayed. Molly G. suggests that we pursue the filling of vacant store front space through our Design Committee and take a proactive role in helping downtown building owners fill their vacant window space.

Coordinator's Report – Amy B. advised that she's working with Jon Sullivan on the V.P. website. Jory R. is helping Jon to get the new site up and ready by next week. Jory is helping Jon for free – Thank you Jory.....

Kiosks & Basin – Connie H. suggests that the VP take on the project of maintaining the Basin. We should talk to the Basin Committee first before taking over. She and others have done some maintenance each year and feels we should continue this effort.

Meeting Ended – 9:58 am.

Next Meeting – Wed. June 1st

Vergennes Partnership Board Meeting Minutes 6/1/2016
Café Area @ Kennedy Brothers

Members present: Amy B., Scott G., Shanon A., Eliza B., Connie H., Julie B., Kathy R., Renny P., Karen W.

Guests present: Anna Charlebois Ouellette, John P., Chief Merkel

Meeting started at 8:34 am.

Approval of previous meeting minutes – Connie H. made motion to approve previous meeting minutes, Shanon A. seconded motion. Vote taken to approve passed with no changes.

Annual Meeting: June 20th 5:30 pm. – 7 pm. @ Kennedy Brothers. Our guest speaker will be the VT Downtown Program Director Gary Halloway. He will speak on the economics of downtowns. We'll be meeting on the first floor in the K.B. Café area. Invites to the meeting going out this Friday to 40+- members.

Website Update: Jon S. has done a fair amount of work on our site. It's not quite ready for public use yet. Julie and Amy are doing most of the work now. Check out vergennesspartnership.squarespace.com. The home page is ready to load local content. We're adding specific buttons on the site for bicycles and boaters to help promote the Little City. We have an intern from the Downtown Program, Charlotte Barlo, and she'll be with us until the end of June. She will help us load some local content onto the site. John P. offered to help gather data / info. for the bike page. The site will have plans to support a community calendar. Anna Charlebois Ouellette spoke up and offered to help gather info. to keep the calendar current once it's ready to be used.

Truck Traffic Task Force: Mayor Benton asked Renny & Amy to be on the City task force committee. They've only had one meeting. The City is looking to work with VTTrans. They also have a committee and they're studying the issue. No formal position taken by the V.P.

VT Gas Line Project: Renny P. announced that the City Council voted to approve the gas line to come through Vergennes. Chief M. mentioned that he's police force is prepared to address possible protestors when the time comes for the installation process to take place. He's concerned about possible protests happening in the Little City.

V.P. Sponsored Events:

Arts Walk – Julie P. advised that she's starting to promote the third annual arts walk. She passed our copies of promotional cards. The month of June is set to go artist wise. She's going to reach out to local restaurants to help promote the event. She reminded us that there is no grant for this project. Our cost to promote the event is approx. \$1,000.

Restaurant Week – Amy indicated that Jen & Molly were working on this project. They've created a logo for the event. It's scheduled to start June 19th and run through June 26th. The theme is Fresh Local Food. Amy mentioned that the VT still needs to formally approve the event.

Ladies Night Recap – Amy advised that she's received some limited feedback Kathy R. is still gathering feedback and will report at a later date.

Chili Cook-Off – no discussion. Michelle T. not in attendance.

Fundraising: Renny P. & Amy B. talked about future solicitations and if they should be event specific. Do we give donors a membership? Shanon A. feels that membership dues should be separate from donations given to a specific event or fundraiser. Her point is that we count on membership money to run the organization. Renny updated us on his "Lake People" fundraising idea. He met with a friend whose part of the so called group. There are 52 folks living along the lake in this group. He has a mailing list and will write a specific letter to solicit these folks next week.

Community Projects:

Picnic Tables in the Park – Shanon A. reported that she's ordered two picnic tables and they're due to arrive this coming weekend. They are kits and need to be assembled. Shanon suggested that we build them right in the park. Renny suggested that we build them at his home which is right around the corner of the park. He will confirm with Mel H. where the tables can be placed. For now we have approval for two tables. City Council will revisit the picnic table topic in the fall to be sure things are working out.

Bike Racks – Amy B. advised that we need to assess the need for bike racks in the City. John P. is helping to coordinate a plan. They've met once already and their talking to Tim at the bike shop in town for help in obtaining appropriate bike racks. He can get a bike rack for \$ 500 per rack. John is suggesting two bike racks, one in front of Three Squares Café and the second in the City Park. Renny P. will work on getting approval for the bike rack in the Park.

Wi-Fi (Basin & Downtown) – Amy B. reported that we're very close to having Wi-Fi in the Basin. We should be able to report at the next meeting that it's up and running.

Electric Car Charging Station – We're hoping to pursue a grant for one of these charging stations in the future. No current plans in the works right now.

Flowers under Vergennes City Sign near Underpass: - Chief M. spoke about a need to update the flowers under the City Sign. He suggests a flower box type design. Renny P. advised he'd make the flower boxes and will set them up. Chief offered to pay for the flowers and water and maintain them. Chief also suggests that we have sign for trucks not using their jake brakes be moved since its blocking the view of the City Sign. He will talk to Jim Larrow at VPW and request that the sign be moved.

Flowers on the bridge – Amy B. confirmed that this project is completed and the flowers look great.

Banner “Anchors” near Police Station – Amy B. reported that Karen W. is working with 802 Print to create the banner anchors. They’re looking at using stakes for the anchors. More to follow soon.

Economic Development Updates – Shanon A. reported that she’s working on our Vergennes Green bucks. We haven’t been monitoring the program and she’s working with Jen R. to set up a regular audit. We have \$ 7,000 in this account. Per Shanon we need a person to help manage the program. Karen W. offered to spearhead the project. The first goal will be to get the account audited.

Other: Karen W. brought up a big news article in the Addison Independent and the Addison Eagle about our new City Banners. She suggested to everyone to take a look at the May article.

Next Meeting: Renny P. asked if the board would like to consider a summer break. It was a consensus by the board members present to keep our regular meeting schedule. Our next scheduled meeting will be July 6th.

Meeting Ended: – 10:04:51 am. 😊

Vergennes Partnership - Annual Meeting Minutes
6/20/2016 @ Kennedy Brothers

Introduction:

Renny P. called the meeting to order 6:17 pm. Renny introduced all board members to the folks in attendance.

Highlights for the Past Year:

Renny read through a full page of VP accomplishments since last year's annual meeting. A hand out was provided so that everyone could follow along.

Business Portion of Meeting:

Renny read off the proposed slate of officers. A motion to approve the slate was moved by Bill B. and it was seconded by Bob F. A vote was taken and the motion was approved.

Community Service Award Presentation:

Shanon A. presented the V.P's first ever Community Service Award. The award recipient was Matt Daniels, a Basin area resident of Vergennes. She spoke about

Matt's tireless efforts to improve the grounds in the Basin area on both sides of the river. Matt was unable to attend. Mayor Bill Benton spoke about Matt's multiple generations of family history in the Basin area. He will present Matt with a bottle of Vergennes Wine as the City's token of appreciation for his dedicated volunteer service to the Basin. Mayor Bill, Pres. Renny, Amy B. & Shanon A. will present Matt with his VP plaque, gift of Vergennes Green Money and bottle of wine sometime soon and take a nice photo for a press release.

Guest Speaker – Gary Holloway Downtown Program Coordinator:

Gary H. presented a power point presentation on the importance of investing in the future of our downtowns.

Meeting ended at 7:12 pm.

Vergennes Partnership Board Meeting Minutes 7/6/2016
Kennedy Brothers – Co-Housing Conference Room

Members present: Amy B., Scott G., Connie H., Julie B., Jen R., Anna C.O., Michelle T.

Guests present: John P., Bob F. & Lillian K.

Meeting started at 8:34 am.

Renny P. & Shanon A. were absent so Amy B. ran the meeting.

Approval of previous meeting minutes – Jen R. made motion to approve previous meeting minutes, Bob F. seconded motion. Vote taken to approve passed with no changes.

Annual Meeting Recap: A general discussion about our annual meeting. Attendance was great and the guest speaker did a great job. The Addison Independent did a nice article for the annual meeting.

V.P. Sponsored Events:

Chili Cook-Off – Michelle T. reported the tentative date for the event is Oct. 8th. This will be our own event. It will include a chocolate festival. We have a sponsor for the event but the sponsor's name is not being disclosed yet.

Arts Walk – Julie B. reported that we had our first event in June and our next one is scheduled for July 22nd. Events are held monthly on the 4th Friday of the month. She indicated that we had over 800 folks attend Arts Walk events last year. She has gotten some help from Carol Spencer who was successful in writing a \$ 300 grant. She's talking to local alcohol vendors to see if we can get them involved in future events. She advised that the Addison Independent did a half page press release about the Arts Walk for free. She also did an ad in the Shelburne Press. Due to limited funds we'll only advertise in the Addison Independent next month.

Basin Bash – Amy B. reported. She was asked by Mike Daniels about resurrecting this event. She doesn't remember the event. Scott G. indicated he remembers the name and that it may have been a one-time event, but cannot remember any details. No further discussion.

Marketing Video with Redbarn Productions – Amy B. reported a new local company from Bristol who makes video's for Town's to help them promote / market their towns. Owners Mary Ann Eaton & Kevin Paretta approached Amy B. about doing one for Vergennes. Renny P. & Amy B. met with them and watched the video they did for Bristol. Amy B. reported the total cost was \$ 16,100. We viewed the video done for Bristol on Amy's laptop. Bob F. suggested that we talk to Middlebury College about possibly underwriting the video. Due to the high cost the board decided not to pursue this offer at least for this year.

Vergennes Day Partnership with Opera House – Amy B. reported that Gerianne Smart contacted her and asked that members of the V.P. stop by the Opera House and write down quotes about why they love Vergennes.

V.P. Website Update – Amy B. reported that we've paid \$1,000 to date for work that's been done to bring the site back to life. She's been working with an intern to do some links to some web site maps. She's trying to get images downloaded to pages and is having troubles getting the images to have the right resolution. Per Julie B. we need photos that are landscape. We briefly looked at our website on Amy's laptop. Both Anna C. & John P. offered to take some photos and send them to Amy B. She'll open up access to our board members to our Google docs. so that we can upload the photos.

Community Projects:

Picnic Tables in the Park – Amy B. reported. This project appears to be a big success. Tables are being used and no signs of trash problems. Shanon A. paid for the tables and Amy B. will write a check for reimbursement. Amy B. indicated that we have a couple of potential sponsors for the tables. No names disclosed.

Restaurant Week – No formal report. Jen W. not in attendance. Per Amy B. as far as she knows we don't have any formal feedback yet but will check with Jen

W. She feels that we do need to get their feedback and look at possible changes to the event date to meet the needs of the participating restaurants.

Bike Racks – Amy B. reported that she and John P. have been working on this project. John P. has presented a plan to City Hall for new bike racks and his plan was approved. John P. worked with Job Corps. and they made a bike rack and it now sits in front of City Hall. There is no charge for the bike rack from Job Corps. John indicated that they're working on another one possibly to be located near The Antidote Restaurant. John's working on signage to point out where the bike racks are located.

Wi-Fi – Basin & Downtown – Amy B. reported that we're very close to having Wi-Fi set up in the Basin area. We recently purchased some equipment, approx. \$ 600 and we're waiting for Comcast to do the installation. Per Bob F. the equipment is being installed to Matt Daniels house

Flowers under Vergennes Sign near Underpass – Amy B. reported that Renny P. and his brother-in-law have built and installed a raised flower bed. Chief M. is planting new flowers in the bed. Rumor has it that the chief encountered some unfriendly bees while planting the flowers. 😊

Basin Kiosks – No report

Vergennes Green – No formal report Karen W. not in attendance. Julie B., Jen R., & Shanon A. are working on this project together. They have approx. 12 businesses in the program. They're working on Aubuchon Hardware right now and they're dealing with a corporate office issue of third party check.

Chamber of Commerce Sign in Front of K.B. - John P. brought up that the sign isn't used / maintained any longer, can we just take it down? Amy B. will discuss this matter with Mel Hawley at City Hall. SWG reported that the sign is owned by the Addison County Chamber of Commerce, at least that was the understanding when he was the Vergennes Chamber president.

Tax Credit Applications for Down Town Businesses – Amy B. reported that she and Renny P. have helped Bar Antidote to get their application submitted. They're now working with 3 Square's Café and Bixby Library.

Budget / Membership – Amy B. reported that Renny P. has been talking with Mel Hawley at City Hall. Mel indicated that we should apply for the \$ 15,000 figure again this year, half from the City funds and the other half from the Tower Fund.

Economic Development Updates – Connie H. talked about being careful with our communications so that we don't upset other business partners within our community. Something about a mass e-mail sent out that should have only gone to specific folks involved. She mentioned that Bob F. is doing a nice job feeding the V.P. referrals for new business ventures looking to come to Vergennes. They've talked to a few possible new businesses that would like to come to Vergennes. Connie H. is working with Mel H. on possible zoning issues to help figure out possible solutions to meet zoning requirements. The most recent is a food processor from Canada that would like to come to Vergennes.

Next Meeting – Wed. Aug. 3rd

End Time: 9:45:22 am. 😊

Vergennes Partnership Board Meeting Minutes 8/3/2016
Kennedy Brothers – Co-Housing Conference Room

Members present: Amy B., Scott G., Connie H., Julie B., Jen R., Anna C.O., Michelle T. Renny P., Carolyn T., Molly G., Eliza B., Shanon A.

Guests present: John S., Bob F., Joann

Meeting started at 8:34:32 am. 😊

Approve Minutes of Previous Meeting – Bob F. moved that the minutes be approved as written, Jen R. seconded and board voted unanimously to approve.

Website Status:

Amy B. and Jon S. announced that they've been working hard to get the site launched today. They're still working on the dining section. Things will continue to advance over time. Amy would like members to report to her monthly on ideas of interest for the site. Simply send her an e-mail with your desired list of things that we should fix, improve, add, etc. Per Jon the site does have Google analytics which will be a great tool for the VP to measure the usefulness of the site.

Events

Chili Festival:

Michelle T. reported that the event will be a combination of Chili and Chocolate. It will be titled Vergennes Chili & Chocolate on the Green. The event date has changed to Oct. 8th from 2-4 pm. The City Green is the site of the event and it's been reserved with the City of Vergennes. One Credit Union has signed on as our major sponsor at the \$1,000 level. Michelle will be meeting with Chief Merkel to work on event safety issues. Michelle put together a working group to help organize the event; they consist of herself, Scott G., Julie Peddie, Amy B., Jen R., & Jon S.

Arts Walk:

Julie B. reported that we're now in a rhythm with this event. We didn't get our VT Arts Council grant but we're doing okay without it. She's scheduled to meet with Eloise B. to line up artists for this month's Arts Walk. Amy B. advised that she's receiving positive feedback from Eloise

Vergennes Day Partnership with the Opera House:

Amy B. reported the VOH is looking for a way to thank their sponsors. They want to create a scavenger hunt for folks to visit each sponsor's location. The winning team will win a basket of Vergennes stuff. Participants will have to fill out a survey of what they like most about Vergennes. They want the VP to help compile the surveys into testimonials about Vergennes that VOH and the Partnership can use for promotion. One idea is to create a prayer flag, with each flag displaying a quote. John Sullivan recommended doing a digital project instead, because it would be easier to share the information and reach more people.

Summer Concert Series:

Amy B. reported that she received communication from former VP pres. Kevin Rooney. He'd like to see the V.P. offer a weekly band series throughout the summer months every Thursday night.

Marketing Video with Redbarn Productions – Do we move forward with new proposal? If so, we'll need ideas for funding:

Amy B. reported that the Redbarn reps. came back with a much lower offer to produce a Vergennes Video. The cost now is down to \$1,600. Purpose of video is to get people to come and settle in Vergennes. We would ask our local businesses to use the videoing in their marketing efforts. We discussed ideas on how we could raise the funds to cover the expense of this new project. We talked briefly about a Go Fund Me program. Renny P. asked the board to take a vote on the project. Bob F. made a motion to move forward and Julie B. seconded the motion. The board voted and the motion passed.

Community Projects:

Wi-Fi (Basin & Downtown) – Jon S. reported that the Wi-Fi is now operational in the Basin. It's free to anyone to sign on and use. Jon will monitor the use, as of right now it's pretty heavily used.

Flowers under the Vergennes Sign near the Underpass – Renny P. reported that he and Don Peddie made the flower bed boxes and Chief Merkel, bought and planted some flowers in the new box. It looks great.

Vergennes Green:

Shanon A. reported that she's been talking to Karen W. about our progress in getting the program audited. She's made a tracking sheet for One Credit Union. Julie B. has updated the Sponsor's list. Per Shanon there will now be a monthly audit, just like a checkbook.

Status of Tax Credit Applications for Down Town Businesses:

Renny P. reported that he and Amy have written two grant applications. One for the Antidote expansion and the other for 3 Square's Café move to their new location. They assisted Jane S. from the Bixby Library with her grant application by making a few edits and additions. One of the grants was funded, the Bixby Library. The amount is unknown at this time. State wide there were 44 grant applications submitted and only 21 of those were funded.

Other:

Carolyn T. asked about the status of the VP. Totes and T's. Molly said she is just waiting for the new banner logo to be sent to her and she will e-mail her contact to get some pricing / samples. Julie B. will get Molly the logo via e-mail. Hoping to have some ready for Vergennes Day, if not certainly by the Chili / Chocolate festival.

Vergennes Downtown stickers have popped up recently on downtown businesses doors / windows. No one knows who to credit for this. Looks like we have a secret admirer.

Next Meeting – Wednesday Sept. 7th.

Meeting Ended – 10:02:37 am. – estimated time since SWG had to leave for an appointment. Thank you to Shanon A. for taking notes at the end of the meeting.

Word count – 16,493 - 😊

Vergennes Partnership Board Meeting Minutes – 9/7/2016
Kennedy Brothers – Co-Housing Conference Room

Members present: Amy B., Scott G., Kathy R., Karen W., Julie B., Jen R., Anna C.O.,
Michelle T.
Renny P., Carolyn T., Molly G.,

Guests present: John P., Pam C., Bob F., Joann C.

Meeting started at 8:31:57 am.

- Approve minutes of previous meeting – minutes approved with no vote.
- Guest Introduction
Pam Carter, Owner of Keeping Good Company – Amy B. did the introduction of Pam. She has an interior design business in the One Credit Union building. She's been in Vergennes for 3 years now. She and her daughter Chelsea have been in business for 10 years now. They do mostly residential space planning and turn key second home interior design.

- Events

Chili & Chocolate Festival – Michelle T. advised that planning was going well. She has arranged to have Jaime Lee Thurston play in the bandstand during the event. Approx. cost is \$ 700. She's in hopes that this will help draw people to the event. She went over her list of notes which outlines who the taskers are for what tasks are at hand.

Holiday Stroll – Amy B. advised that we need to start planning this event earlier. Jen W. has agree to chair the event again this year. The event is scheduled for the 1st Sat. in Dec. Renny P. suggested that we find a co-lead to help Jen.

Arts Walk – Julie B. advised there is one more event this fall. She's very thankful to all the stores that stay open the night of this event. She

advised that she's spent just under \$ 600 for advertising the events. She did receive a grant / donation from Neat Repeats for \$ 300 to help with our costs. Julie has met with the Art Gallery owners Northern Daughters.

VP Totes & Tees – Amy B. was following up on a request to pursue VP totes and tees. If we do proceed with this idea she wants to make sure that we use the new VP logo. Renny P. suggested that we piece out some bids on these items before making a commitment to move forward.

- Volunteer Recruitment – Need for someone with art, design skills - Amy B. would like us to look for a volunteer to help us with these skills. Molly G. & Julie B. offered to help look for a person.
- Website – Amy B. reported that the donation button on our web site is now operational. She's still loading our site with business e-mails. We need to promote our site more.
- Marketing Video with Redbarn Productions – Amy B. reported that today would be day 3 of the company's production filming. This is their final day. They've done some nice work with a drone taking photos. She feels they're very good and can't wait to see the finished product.
- Financials – Renny P. reported that we received \$ 15,000 support from the Vergennes City Council. A big cheer from the board members. We're okay financially right now but we still need to continue to collect donations for our picnic tables, and flowers on the bridge. He suggested we use Front Porch Forum for asking for help.

- Membership Levels – Amy B. advised that she'd like to see different levels of membership. Renny P. suggests we get our donation letter out early this fall before all of the other local non-profits. We talked about offering choices to donate to specific projects.

- Community Projects

- WiFi Downtown – Bob F. reported that he and John S. are getting together to discuss options for getting our Downtown set up with a better WiFi connection. The City Hall hub works right now. They hope to pull hub off the back of Foote's Ins. building and move it to the front side.

- Other: - Renny P. asked if anyone knew who was putting up Vergennes Downtown stickers. Other folks had noticed them but no one knows who's putting them up.?

- Next meeting – Wed, Oct. 5

Meeting ended 9:4827 am.

Minutes provided by Scott Gaines, Sec.

Vergennes Partnership Board Meeting Minutes – 10/5/2016
Kennedy Brothers – Co-Housing Conference Room

Members present: Amy B., Scott G., Shanon A., Kathy R., Jen R., Anna C.O., Michelle T., Carolyn T., Eliza B.,

Guests present: Sarah Stroup, John P., Bob F., Joann C.

Meeting started at 8:31:44 am.

Approve minutes of previous meeting – Motion made by Carolyn T. and seconded by Eliza B. Minutes approved.

Special Events:

Chili & Chocolate on the Green: Michelle T. advised event planning coming along nicely. Just a few more tasks to assign. She handed a task list noting those completed and ones still to complete. We discussed the preparation of the event and assigned some last tasks to fill. Set up crew to meet Sat. am. Oct. 8th to set up some mock tents / tables to get a feel for the look of the park.

Holiday Stroll: Amy B. advised that we're starting the planning of this event early this year. She has multiple committees already working and on track for the Dec. 3rd event. She's been meeting with event coordinator Jen W. There's an open house on the event day for the Opera House from 12 – 3 pm. the Holiday Stroll in the park from 3 – 5 pm. We will plan to start decorating the Opera House on Dec. 2nd, time TBD.

September E-Newsletter Results: Amy B. indicated that she sent out an e-mail on 9/16/16 to over 700 contacts with our E-newsletter. Her analytics indicate that 280 have opened the e-mail. Amy B. & Julie B. have decided to send out this newsletter quarterly going forward.

Membership Benefit Ideas: Amy B. & Renny P. are getting the annual donation letter ready. Possible discussion to allow folks to make specific contributions to our events / operations, such as the flowers on the bridge, or the new City wide video. She & Renny P. attended a Downtown retreat in Grand Isle and gathered some really great info. One idea is to partner with member merchants to offer discounts for buying their products / services. She's looking at a doing a member mailing to do some investigating / surveying of this idea in hopes of deciding before Thanksgiving. Possibly a packet of coupons from our vendor members.

Financials: Amy B. passed out a Profit & Loss statement covering the period of 7/1/16 – 10/4/16. We now have our finances on Quick Books. Yeah! We received our 2nd payment from the City of \$7,500. A big boost to our financial condition.

Website Report: Amy B. advised that she's looking at our Google analytics. Still learning how to use the data and will work with John S. to understand the feedback. We have data back to August to review. During August alone we had 927 users.

Community Projects:

Pumpkins in the Park – Shanon A. advised that the V.P. is no longer doing this event and we've offered / asked other community partners to take over the event. She feels that we need to let folks know that we're not doing the event this year. She's been approached by a number of folks asking if we're doing the event.

Wi-Fi Update: – no update given other than our next efforts will be in the Downtown.

Vergennes Green: – No formal update – Karen W. & Julie B. not present. Amy B. has talked to Karen W. and a formal audit is being done.

Other – Amy B. reported that the Economic Committee is meeting with the developer building the new housing development off Route 22 A. heading south out of Vergennes at the one new house site on 10/5/16 at 4:45 pm. All are welcome to attend.

St. Paul's Church: – Amy B. introduced Sarah Stroup a member of St. Paul's who asked to give the V.P. an update on what the Church is doing. Sarah is a Middlebury College professor. They're trying to make folks aware of their Church and asking for participation in a survey as to what the Church can do with their buildings to open them up more for public use. She's obtained a \$ 5,000 grant from the Philadelphia Group to pursue this survey. They're planning an architectural charrette on Nov. 12th. She's going to send Amy B. and e-mail with a link to her survey; she asked if our membership would help give her feedback by completing the survey.

Next Meeting – Wed. Nov. 2nd.

End Time: 9:36:59 am.

Word Count – 17,924