



## WINDERMERE DOWNTOWN BUSINESS COMMITTEE

### MEETING MINUTES

May 7<sup>th</sup> 2013

Meeting called to order at 6:04 pm by Mark Allen

Attendees: Robert Smith (Town Manager)  
Chris Sapp  
Lee Cottrell  
Ira Levitt  
John Thurman  
Mark Allen  
Matthew Allen  
Mike Pirrozollo (Council Liaison)

Guests: Isabel Benitez - All State

Previous Minutes: Motion to approve by Chris Sapp, seconded by Lee Cottrell and carried without exception

## Old Business:

### April 26<sup>th</sup> Food Truck

- People still here until around 11:00pm. Robert Smith will have officers tell attendees politely to move along once the event is complete.
- Complaints about the band placement and that the musical equipment was not suitable for the event.
- Historic Board are now gathering the sponsorships from now on. They will collect sponsorships, organize payment for the stage and equipment. DBC will continue to assist with band selection. Chris to contact Hannah Amarr to co-ordinate.
- All DBC members in agreement that it needs to be a four piece band.
- Hannah from the historical board told Chris Sapp we will be allowed to use the additional lighting they have until we can buy our own.
- Stage is to be moved back to the front corner for future events.
- Food Trucks committee will be sending out notice of the rules to the participants.

### Farmers Market

- John Thurman has been given feedback that vendors are looking to move as we need other vendors to come to enlarge the audience / attendance. Mark Allen said that the feedback from vendors to him is great from week to week.
- Currently there have been extra vendors/produce added. The only rejection was a cupcake seller.
- Mike Pirrozollo suggested Ira Levitt to get a list of approvals / denials circulated each month so we can look over. This was agreed on.
- Lee Cottrell suggested getting a survey drawn up to get feedback from vendors/ local business and community to see what may be holding them back or stopping them attending, what they like about the event and other questions. Lee and Ira will look at getting this drawn up and distributed to DBC members for approval.
- Whilst awaiting survey results Ira Levitt will continue to look at the vendor list and oversee the approval process.
- Robert Smith said that more notice needs to be given to him if the event is to be cancelled as a recent cancellation was notified to a staff member via text at 4am on the day of the event. If a cancellation needs to take place Mr Smith needs to be notified by telephone the night before stating the reason for the cancellation so we can get this publicized via the Facebook page and the town website.

#### Auto Show

- Mark Allen to clarify the final award. Chris Sapp cannot correlate the category.

#### New Business:

#### Fall Barbecue Event

- Matt Allen and Robert Smith met with Cheryl last week to go through the process and would like to get her involved in the event planning.
- There is already a sanctioned event within 150 mile radius on the same weekend. Sanctioned events have points system etc. Looking to see about a Jack Daniels event.
- Looking at making it a ticketed event, people can buy tickets and buy items via tickets. Windermere to keep 20%. Also DBC can be in charge of the beer sales.
- Matt Allen suggested event may need to be first weekend in October to see if we can get sanctioned event for that date.

#### Christmas Tree

- Town council would like some advanced planning re tree. If we are looking at purchasing an extra section.
- Chris Sapp put his preference forward for moving the tree this year.

#### Budget

- Robert Smith put forward his proposals for the 2014 budget. Mr Smith also put forward the proposal for the town improvement project. Bids have come in and others are waiting.
- Mr Smith also put forward an RFP for a care and maintenance program for the downtown area.
- Chris Sapp said he would motion to approve providing that the areas in front of the businesses on brick main were included.
- Chris Sapp motioned to approve the town improvement project subsidy from DBC funds up to \$25,000. He also motioned for an annual maintenance allowance of 20% subject to a maximum annual cap of \$5,000. Matthew Allen seconded and the motion was carried without exception.

#### Any Other Business

- Lee Cottrell put forward the resignation letter from Suzanne Cottrell due to personal circumstances.

Meeting Adjourned

7:29pm