



MAIN STREET
SOLUTION
CENTER

BOARD & COMMITTEE AGENDAS

 MAIN STREET AGENDA		
AGENDA	ASEMIDAA	AGENDA
1L	AADIR KPAU SIAJEE	229
11	COANTRINGONITS ROURG CMAADANS EEDITPPER ORITORA RIAIAN	249
52	APDOKAMS, REDAREONS OTEMEFEATKI	230
5A	DANARGLA RTASZEDUR SHADIONN RORZEUDDH	530
17	GNSTER, MESRKEK ADEATDRISHETETRAK	258
11	ANBSH FUNDTRID RTIANGNON PRIDENEN	209
14	RUEYIHNGE OCEKXIR, RPEMNA GYINTRESIATIES	230
24	BASFINI LUNA CALIONEN SIR INION RIANS DDO CTE MMELRDE	230
1E	EWSFREYHNG FE: GIELSE REDTY SNER XIGOU SORTYKATXIN	293
35	SAOSUHIPOHEBRMS IOYE RWEECONCH	200
23	OLAMFROMC CRIDICC POFMMHTAF	200
1E	QIAOAHTHE CARN GARIBONES ODOMTRV FOMENARRN.	219
14	RADNEWADN'S COMDFR CARIES CONTORREN TEOATSUAUE SIMEXTOCN	410
35	GEHDIS CC CAIRMEOVK KERPER EMINCAUS	269
14	AU SHIFKANK, NIERY OOD RIONBNOR	239
14	EMEN KATHION SIENTITW	319
26	SWOTDVR, AOOT EEWDESIDMTAT	282
EWANNS RIMDR CRASHTS		
39	CORGS SORIN CUUR MOWMS EBYVENS	23

AGENDA	ASEMIDAA	AGENDA
SUENEE	24 26	12 16
SBDUFE	16	19
OKOHALDOO	26	38
ORE	28	28
ATREES	49	10
FRUE	52	12
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ABOUT THE SOLUTION CENTER

The Main Street Solution Center is a free access portal to resources for communities and organizations working to revitalize and strengthen their local economies. The Solution Center's curated resources are designed to help guide and inspire local leaders and advocates as they navigate the complexities of downtown and neighborhood business district revitalization and economic growth.

ABOUT THE PARTNERSHIP

This Main Street Solution Center publication was underwritten by Michigan Main Street and Main Street Iowa. Their generous support demonstrates a shared vision and ongoing commitment to freely share knowledge, experience, tools, and best practices to fuel revitalization and economic growth in their own communities, and in locales spanning the nation.



ABOUT THE CREATORS

Leigh Young, AICP is Senior Main Street Specialist with Michigan Main Street and a driving force behind the creation of the Main Street Solution Center. Her deep passion for planning, placemaking, community engagement, and sustainable urban development is evident in her work to advance the cause for revitalization and economic development in downtown and neighborhood business districts across Michigan.

Jay Schlinsog, CMSM is the owner of Downtown Professionals Network (DPN), a Franklin, TN-based firm specializing in innovative, market-driven downtown and business district revitalization and economic development solutions. He brings more than thirty years of experience gained while serving as chief executive with chamber and district management organizations, and through his work with communities and organizations across the United States.

Ben Muldrow is a partner at Arnett Muldrow & Associates, a consultancy renowned for its creative approach to economic development, branding, and marketing strategies for small towns and cities across the nation. He brings an innovative mindset and a deep understanding of the unique dynamics of community branding to each engagement, blending traditional community values with modern marketing techniques to help communities and districts unlock their potential.

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BOARD AND COMMITTEE MEETING AGENDAS

Effective and efficient board and committee meetings that truly engage members, tend to business, and leave board and committee members feeling productive and energized don't happen by accident. Use these hints and tips to plan for success and move your organization forward.

Hints and Tips for Effective Board and Committee Meetings

Important Note: If your organization is a government appointed or affiliated entity (e.g. downtown development authority (DDA), business improvement district (BID) board, etc.) become familiar with and work with the appropriate local government officials to ensure compliance with applicable laws for open meetings, meeting notices, agendas, minutes, parliamentary procedures, etc.

1. **Establish a regular meeting day and time** (e.g. the third Wednesday of each month at 8 AM) so members can plan and schedule accordingly.
2. **Distribute meeting notices, agendas, and materials in advance** so members are prepared to participate and make decisions. Make meeting packet materials available online or using a shared folder to enhance efficiency.
3. **Ask members to confirm attendance by a certain date** and follow-up, if needed, prior to each meeting to ensure a quorum is present, and follow-up as needed.
4. **Determine rules for meeting decorum.** Roberts Rules of Order is the standard manual of codes and rules of ethics that govern discussions and decision-making in non-legislative organizations with boards and committees, and it wouldn't be surprising to find Robert's Rules referenced in your organization's by-laws. But it may be helpful to work together in advance to discuss and agree upon some finer points of conduct or housekeeping rules aimed at promoting dialog, nurturing a positive environment, and maintaining a desired level of decorum. Examples include:
 - Allowing and/or providing food and beverages
 - Using mobile devices and computers
 - Providing name tags or plates for members
 - Requiring participants' cameras remain on for virtual meetings



5. **Allocate a set amount of time for each agenda item** to help keep the meeting on track. Make note of tabled agenda items and off-agenda topics to refer to staff or committees, or to include on future meeting agendas. If meetings are consistently running beyond the targeted ending time, consider ways to streamline the agenda (e.g. using written, summary executive director and committee reports distributed in advance, or using a consent agenda to vote on items that are recurring and non-controversial).
6. **Assign agenda items to members** to divvy up responsibilities, hold members accountable, and to add some variety to the meeting's "voice."
7. **Create an agenda template** that arranges items in a consistent way to create a standard flow to meetings and to ensure items requiring a decision are given proper time for discussion.
8. **Use a simple reporting form for committee meetings** to compile a summary report of committee activities, discussions, and items needing board direction or approval; and consider rotating and focusing on just one committee, special project, or strategy topic at each month's board meeting to provide for more in-depth updates and discussions.
9. **Ensure board meeting minutes clearly and properly document decisions** to create a legal record, and compile motions and voting results in a motions registry for easy reference. In many cases, committee meeting minutes need not be as detailed as board meeting minutes, and a simple committee reporting form like suggested above would suffice.
10. **Take some time off, or do something different.** Everyone could use a break. For example, when possible and needs of the organization allow, take the month of December off or host a 10-minute virtual meeting to take care of the necessities, or get out for a tour of the district to say hello to members, to take in progress and changes, or to spend some quality social time together at a local establishment.

The hints and tips are focused on board and committee meetings, but many can apply and be easily translated to project team, task force, and other meetings. Use the following board and committee meeting agenda examples to begin crafting your own templates.



EXAMPLE: BOARD OF DIRECTORS MEETING AGENDA

OURTOWN MAIN STREET, INC. BOARD OF DIRECTORS MEETING AGENDA

Wednesday, May 15, 2030 | 8:00 AM

Ignitor Conference Room | 123 Main Street | Ourtown, ST 54321

Our purpose: Ourtown Main Street exists to spearhead and support collaborative community efforts aimed at promoting, preserving, revitalizing, and enhancing downtown Ourtown.

- | | |
|---------|---|
| 8:00 AM | 1. Call to Order |
| 8:02 AM | 2. Approval of Meeting Agenda for May 15, 2030 |
| 8:04 AM | 3. Approval of Meeting Minutes <ul style="list-style-type: none">a. Board of Directors Meeting Minutes from April 17, 2030b. Executive Committee Meeting Minutes from April 31, 2030 |
| 8:10 AM | 4. Reports <ul style="list-style-type: none">a. President's Report – Veronica Sanchezb. Treasurer's Report – Anders Jensenc. Executive Director's Report – Hayley Reid
<i>(Motion required to place reports on file)</i> |
| 8:20 AM | 5. Action/Discussion Items <ul style="list-style-type: none">a. Renewal of OMS Office Lease – Travis Montgomeryb. Funding Allocation for Design Component Grants – Jennifer Lic. Renewal of Ignitor Incubator Management Agreement – Hayley Reid |
| 8:35 AM | 6. Discussion Items <ul style="list-style-type: none">a. Clean & Safe Task Force – Keith Gardnerb. Public Art Master Plan – Jennifer Li |
| 8:50 AM | 7. Committee Focus and Updates <ul style="list-style-type: none">a. Focus: Economic Vitality Committee – Brigette Littlejohnb. Other Committee News and Updates – Hayley Reid |
| 9:10 AM | 8. Old Business <ul style="list-style-type: none">a. OMS Policies and Procedures Manual Update – Betsy Clarke |
| 9:20 AM | 9. New Business |
| 9:25 AM | 10. Announcements |
| 9:30 AM | 11. Adjournment |

**Next Board of Directors Meeting
Wednesday, June 19, 2030 at 8 AM | Ignitor Conference Room**



EXAMPLE: COMMITTEE MEETING AGENDA

OURTOWN MAIN STREET, INC. ECONOMIC VITALITY COMMITTEE

Wednesday, May 22, 2030 | 7:30 AM

Ignitor Conference Room | 123 Main Street | Ourtown, ST 54321

Our purpose: Ourtown Main Street exists to spearhead and support collaborative community efforts aimed at promoting, preserving, revitalizing, and enhancing downtown Ourtown.

- 7:30 AM **1. Welcome and Call to Order**
- 7:34 AM **2. Approve Agenda**
- 7:36 AM **3. Review Economic Vitality Committee Meeting Notes from April 24, 2030**
- 7:40 AM **4. Downtown News and Updates**
 - a. Social Perks Ribbon Cutting and Open House – Carla Peters
 - b. Downtown Land Use Plan Update – Bob Leonard
 - c. Other Downtown News and Updates
- 7:50 AM **5. Current Workplan Projects Updates**
 - a. Building and Business Inventory – Chase Carmichael
 - b. Business Visitations Program – Ainsley Spencer
 - c. Vacant Storefront Treatments – Vanessa Finch
 - d. Tenant Improvements Grant Program – Pete Jiminez
 - e. Property Tour Events – Carson Lawson
 - f. Entrepreneur Roundtables – Jessica Felix
- 8:15 AM **6. Discussion Items**
 - a. OMS Representation at County Entrepreneur Expo – Ainsley Spencer
 - b. FY31 OMS Workplan and Budget Development Timeline – Hayley Reid
- 8:25 AM **7. Other Business**
- 8:35 AM **8. Recap Items Referred to Board of Directors for Direction/Action** (if any)
- 8:40 AM **9. Announcements**
- 8:45 AM **10. Adjournment**

Next EV Committee Meeting – Wednesday, June 26, 2030 at 7:30 AM | Ignitor Conference Room



EXAMPLE: COMMITTEE MEETING AGENDA

OURTOWN MAIN STREET, INC. ECONOMIC VITALITY COMMITTEE

Wednesday, May 22, 2030 | 7:30 AM

Ignitor Conference Room | 123 Main Street | Ourtown, ST 54321

Our purpose: Ourtown Main Street exists to spearhead and support collaborative community efforts aimed at promoting, preserving, revitalizing, and enhancing downtown Ourtown.

- 7:30 AM **1. Welcome and Call to Order**
- 7:34 AM **2. Approve Agenda**
- 7:36 AM **3. Review Economic Vitality Committee Meeting Notes from April 24, 2030**
- 7:40 AM **4. Downtown News and Updates**
 - a. Social Perks Ribbon Cutting and Open House – Carla Peters
 - b. Downtown Land Use Plan Update – Bob Leonard
 - c. Other Downtown News and Updates
- 7:50 AM **5. Current Workplan Projects Updates**
 - a. Building and Business Inventory – Chase Carmichael
 - b. Business Visitations Program – Ainsley Spencer
 - c. Vacant Storefront Treatments – Vanessa Finch
 - d. Tenant Improvements Grant Program – Pete Jiminez
 - e. Property Tour Events – Carson Lawson
 - f. Entrepreneur Roundtables – Jessica Felix
- 8:15 AM **6. Discussion Items**
 - a. OMS Representation at County Entrepreneur Expo – Ainsley Spencer
 - b. FY31 OMS Workplan and Budget Development Timeline – Hayley Reid
- 8:25 AM **7. Other Business**
- 8:35 AM **8. Recap Items Referred to Board of Directors for Direction/Action** (if any)
- 8:40 AM **9. Announcements**
- 8:45 AM **10. Adjournment**

Next EV Committee Meeting – Wednesday, June 26, 2030 at 7:30 AM | Ignitor Conference Room



COMMITTEE MEETING NOTES AND REPORTING FORM

Committee: _____ Date of meeting: _____

ATTENDANCE:

Present: _____

Absent: _____

WORK PLAN PROJECTS UPDATE:

Project: _____ Status: _____

COMMITTEE ACTIONS AND/OR OTHER TOPICS/ISSUES DISCUSSION NOTES:

