

**DDA Meeting Minutes
Village of Oxford Council Chamber
Meeting, October 19, 2015**

1. Call to order: The meeting was called to order at 6:00 p.m. by Chairperson Pete Scholz.

2. Pledge of Allegiance

3. Members Present: Sue Bossardet, Jerry Cremin, Rod Charles, Bill Dunn, Ed Hunwick, Dorothy Johnston , Eugene Mallia, Susan Schurr and Pete Scholz

Members Absent: none

Others Present: Deb Uren, Ron Rolando, Joe Frost and Joe Young

4. Approval of proposed agenda:

A motion was made by Sue Bossardet, seconded by Geno Mallia to approve the agenda as amended- new bill run total amount of \$13,546.40. Rod Charles requested a report on the Heritage Conference which is to be presented at the next meeting.

By voice vote the motion carried unanimously.

5. Approval of minutes: A motion was made by Bill Dunn, seconded by Sue Bossardet to approve the September 21, 2015 DDA Board meeting minutes . By voice vote the motion carried unanimously.

6. Public comment: none

7. Consent Agenda:

a. Executive Director's Report

DDA Executive Director Joe Frost presented his report which included updates on the Scarecrow Festival netting over \$600 and that thank you letters were mailed to the sponsors; that the four committees are meeting regularly; the Holly midtown sharett process; and maintaining a database to track volunteer time. The façade grant for 21 N. Washington was discussed that in the future adjacent property owners review them as well. The cable access viewing information was requested. Signage for the Scarecrow event, DDA sponsorship and information directory was commented on. A motion was made by Bill Dunn, seconded by Geno Mallia, to receive and file the Executive Director's report. By voice vote the motion passed unanimously.

b. Treasurer's report

1. A bill run of \$13,546.40 was presented.

A motion was made by Bill Dunn, seconded by Sue Bossardet, to approve the bills in the amount of \$13,546.40. By roll call vote the motion passed unanimously.

2. DDA Budget spreadsheet

A motion was made by Bill Dunn, seconded by Sue Bossardet, to receive and file the budget spreadsheet. By voice vote the motion passed unanimously

c. Code Enforcement Activity Report

A motion was made by Bill Dunn, seconded by Sue Bossardet, to set aside the code enforcement report. By voice vote the motion passed unanimously

8. New Business:

a. DDA Websites- Promotions Committee Recommendation

DDA Executive Director Joe Frost presented a recommendation from the Promotions Committee to streamline the web site presence by shutting down all DDA websites except www.downtownoxford.org. The transferring, costs, timing and adding .net and .com web sites were discussed.

A motion was made by Sue Bossardet, seconded by Rod Charles, to shut down all DDA websites except www.downtownoxford.org as recommended by the Promotions Committee. By voice vote the motion passed 8-1 (Cremin).

b. Soup & Sweet Stroll

DDA Executive Director Joe Frost presented information on the December 4th Soup and Sweet Stroll and asked for volunteers for the event.

9. Old Business:

a. Main Street Evaluation Review

DDA Executive Director Joe Frost presented the ten point Main Street evaluation which one criteria item was a no, Active Board and Committees and five criteria items were yes, but needs development. Joe Frost reported that the four committees are active and meeting regularly. Other items have been and are continuing to be addressed for the next evaluation expected early next year.

A motion was made by Bill Dunn, seconded by Rod Charles, to receive and file the report. By voice vote the motion passed unanimously.

10. Board Member Comments:

Board comments were made about the success of the Scarecrow Festival. Deb Uren spoke about the DDA Executive Director and Chamber Director being a real team working together.

11. Adjournment:

THIS COPY IS A DRAFT UNTIL APPROVED BY THE DDA BOARD

A motion to adjourn at 7:00 p.m. was made by Sue Bossardet, seconded by Bill Dunn.
By voice vote the motion carried unanimously.

Minutes reviewed by _____

William Dunn

Date: _____

Minutes approved:

Pete Scholz, Chairperson

William Dunn, Secretary

The next meeting is scheduled for Monday, November 16, 2015 at 6:00 p.m. in the Council Chamber.

Mission Statement: *The Oxford DDA is dedicated to the promotion, development, and historic preservation of downtown Oxford.*

Vision Statement: *To create a sustainable and dynamic community by enhancing the sense of place in downtown Oxford as a quality destination for businesses and residents.*