

**DDA Meeting Minutes
Village of Oxford Council Chamber
Meeting, May 16, 2016**

- 1. Call to order:** The meeting was called to order at 6:05 p.m. by Vice Chairperson Sue Bossardet.
- 2. Pledge of Allegiance**
- 3. Members Present:** Sue Bossardet, Jerry Cremin, Rod Charles, Bill Dunn, Eugene Mallia
Members Absent: Ed Hunwick, Dorothy Johnston, Pete Scholz, and Susan Schurr
Others Present: Bob Donahue, Jerry Detloff, Dave Weckle, Joe Frost and Joe Young

4. Approval of proposed agenda:

A motion was made by Bill Dunn, seconded by Geno Mallia to approve the agenda as presented.

By voice vote the motion carried unanimously.

- 5. Approval of minutes:** A motion was made by Bill Dunn, seconded by Geno Mallia to set aside the April 18, 2016 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.

b. Treasurer's report

2. DDA Budget spreadsheet

c. Code Enforcement Activity Report

A motion was made by Bill Dunn, seconded by Geno Mallia, to receive and file the consent agenda items 7.a, 7.b.2 and 7.c By voice vote the motion passed unanimously.

b.1. Bills for May of \$12,142.75 was presented.

A motion was made by Bill Dunn, seconded by Rod Charles, to approve the bills in the amount of \$12,142.75. By roll call vote the motion passed unanimously.

8. Visioning Session- Main Street Oakland County

Bob Donahue and Jerry Detloff conducted a visioning session with the Board. Bob complemented the DDA for the new mission and vision statements. The National Main Street "Refresh" initiative was presented that focuses on projects with volunteers doing the tasks, rather than having monthly committee meetings. Bob recommended that Jerry Detloff be a resource provided by Oakland County Main Street as a technical visit for maximizing local, County, State and Federal resources. Four levels of event involvement by the DDA were

discussed. Level A is the DDA sponsoring the event; level B is the DDA partnering the event; level C is assisting with logistics /communication- promoting the event; level D is no DDA involvement with the event. Project refresh keeps the four points – organization, economic development, design and promotions, but not having regular monthly meetings- only meeting when projects and tasks are needed to be accomplished. The strategy piece is work plans for projects using all available resources. Bob suggested that a semi-annual review process take place at budget time and mid year. Bob commented that the new DDA branding logo was complimented by persons at the State and National level. Bob announced that he was retiring from Oakland County June 1. (He will be working for South Lyon for economic development and DDA).

9. New Business:

a. Lone Ranger Festival- update-DDA Involvement

Geno Malia presented a request for DDA involvement with Lone Ranger Festival that would be limited to informing and promoting DDA district businesses to participate. The proposed involvement would be Joe Frost informing the businesses of the event and encourage their participation in such ways as having employees dress in theme, having menu and retail items in the Lone Ranger Theme and be in the parade or provide or participate in other festival activities.

A motion was made by Geno Mallia, seconded by Jerry Cremin, to engage the DDA Executive Director involvement to assist with communication with the DDA businesses to know of, promote and participate in the Lone Ranger Festival.

By voice vote motion passed unanimously. A flyer is to be provided for the event within the next week.

9. Old Business:

a. Training Program- Board Member Handbook

DDA Executive Director Joe Frost reviewed the training program to meet the requirements of the National Main Street accreditation.

A motion was made by Geno Mallia, seconded by Bill Dunn, to adopt the training program and member handbook as presented.

By voice vote motion passed unanimously.

10. Board Member Comments:

The Main Street awards for Sullivan's Public House Irish Pub as Business of the Year and the DDA Transition were commented on by various board members.

11. Adjournment:

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A motion to adjourn at 7:29 p.m. was made by Bill Dunn, seconded by Rod Charles. 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, June 20, 2016 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.*