

Downtown Whitewater, Inc.
Board of Directors Meeting Minutes
Friday, February 22, 2013, 2nd Floor, Cravath Lakefront Room
312 West Whitewater Street, Whitewater, WI 53190

Board members present: Geoff Hale, Pete Hill, David Saalsaa, Roni Telfer, Nate Parish, Tyler Sailsbery, and Rob Boostrom

Board members absent: Dennis Salverson, Tami Brodnicki, Cameron Clapper

ACTION ITEMS

- **Approval of Agenda Moved by David Saalsaa, seconded by Pete Hill; approved**
- **Approval of minutes for January 23, 2013 with correction of next meeting date. Moved by David Saalsaa, seconded by Nate Parish; approved**
- **Approval of Treasurer's Report; budget David reported in Tami's absence. Report does not reflect most recent income.**
 - **Last year's 1 month rent paid this year not last.**
 - **Last year's IRS late fee paid this year**
 - **There is an issue of getting Quick Books up and running.**
 - **(Need to clarify amount paid in taxes in budget)**
 - **Roni explained what is being done to set up Excel & Access regarding pledges**
 - **Nate will revise the budget**
- **Pete moved approval of the financials as is, Tyler seconded; approved.**
- **Approval of Revision of Executive Director salary & benefits**
Changes: Paid Time Off – replaces "vacation".
Paid Time Off is to be recorded and submitted to the President and Treasurer
Reference to flex time is eliminated. If extended time worked is to be traded for time off to address needs, this is to be communicated in writing to the President and Treasurer.
Pete moved and Tyler seconded approval of benefits policy with revisions as stated above. Approved

Roni was directed to compose a memo to Director to explain what was discussed and how procedures will operate. Memo will be sent to Board for approval prior to going to Director.

To include: 1) Flex-time verbiage was eliminated. How this will be handled.

2) Post times Director will be in the office per week.

3) Director to e-mail board members when she will be in the office.

4) Time sheets and PTO are submitted to President and Treasurer.

5) Communicate what needs to get done about which help is needed.

6) Monthly Director's report: include accomplishments, frustrations

- **Recommendation to change 2 hour parking to 3 hour parking in downtown triangle was discussed.**

Pete –will survey downtown business re: Parking, BID district, what does DTWW do?

Action on the recommendation was tabled until we have more information.

- **Motion to reconsider involvement in Pangea Project**
 - **With a donation of \$500 and \$250 for the Pangea Project participation and by taking \$250 from the hanging baskets fund, DTWW will participate in the project. (Roni will send Cameron a note to indicate that DTWW contribution to flowers will be reduced to \$750 for 2013).**
- Unanimous approval to support the project**

DISCUSSION ITEMS

- **President's report**
- **Roni will work with Geoff on wording of his letter to accompany packet for Mercy Health Care. .**

- **Update on annual meeting – March 14, 2013**
- **Need raffle items for the silent auction**

- **Strategic Planning – tabled until after the election**
- **Clarifies that the acronym for Downtown Whitewater, Inc. is DTWW- Communicate this with the city**

- **Future agenda items**
- **Meeting times conflict with Chamber to be resolved in future.**
- **Move meetings to Friday am**
- **Website – fix it.**
- **Meeting was adjourned at 10:00am**

Next Board Meeting: March 27, 2013, 8:00 am, Downtown Whitewater, Inc. Office