

# Historic St. Andrews Waterfront Partnership

1134 Beck Avenue • Panama City, FL 32401 • (850) 872-7208

## Historic St. Andrews Waterfront Partnership Board Meeting Minutes March 6, 2018

### Agenda Item I—Call to Order

Called to order at 7:01 am Tuesday, March 6, by President Beverley Walterson.

Roll call:

Board of Directors Present: Gradi Morgan, Judy Stevens, Robbie Fehrenbach, Beverley Walterson, Vic Jones, Sean Lyon, Dave Smith

Board of Directors absent: Mike Nichols, Mynta Harbison

Management: Michelle Price

### Agenda Item II-Approval of Minutes

The February 6, 2018 minutes were previously emailed to the Directors. Beverley called for comments or questions.

Motion: Judy moved that the minutes be approved. Sean seconded. All Approved

### Agenda Item III-Chairperson's Report—Beverley Walterson

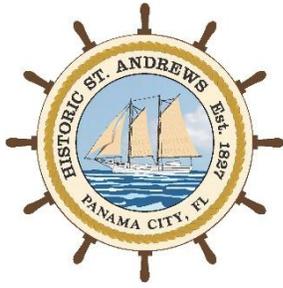
- A. Beverley introduced the new Museum Director. Her name is Michelle Price.
- B. Beverley explained that Judy had requested to step down from the Treasurer position. Motion to approve by Sean, second by Dave, all approved. Vic has agreed to take over. Motion to accept by Judy, second by Sean, all approved
- C. The Secretary position is now vacant and Gradi has agreed to take that position. Motion to accept by Dave, second by Judy, all approved

### Agenda Item IV: Treasurer's Report—Vic Jones

- A. Vic passed out the P & L for the year 2017. He explained that this is based on a new chart of accounts. Also he explained that the January and February data is with the bookkeeper and we should have that by end of this week.

### Agenda Item V: Old Business:

- A. Board Vacancy—Beverley stated that we had several good applicants and that the committee had decided on Sonya Caldwell as the new board member. Robbie moved to accept and Judy seconded, all approved
- B. Wheelbarrow Signage—This is still being checked on by Onya  
**Carry-over:** Onya will provide more information on the banner permitting process
- C. Main Street designation—In Mynta's absence. Mike Nichols informed the board that he and Mynta had discussed and he was in contact with Tallassee to see if there was any funding for the project. He will continue to pursue.
- D. Bay Bullet/Entertainer—Beverley reported that she had received pricing from the Bullet and she recommended that we hold off until our finances turn around. All agreed.



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### Agenda VI: New Business

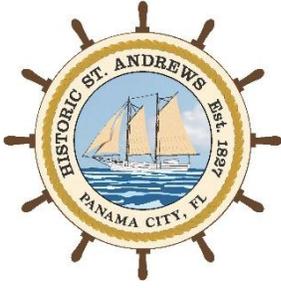
- A. Safe discard—The old safe is no longer functional. Dave agreed to haul it off
- B. Meeting dates and times—Beverley reported that in order to get our financial on a timely basis that our meeting needed to occur later in the month. It was proposed to move the day to the second Wednesday of the month. This would also eliminate any conflicts with the City commission meetings. After some discussion it was agreed to leave the time at 7:00 AM. Judy moved to accept, Dave seconded and all accepted
- C. Walkie Talkies—Beverley discussed that there is a need for better communications with volunteers whether at the market or on walking tours. She is suggesting walkie talkies. It was discussed that range might be an issue. Dave suggested that he bring a set down to try. Beverley said in the meantime she would get pricing.
- D. Approvals—the following documents were approved
  - a. Museum Director Job Description—moved by Gradi, second Sean, approved by all.
  - b. Employee Manual-- moved by Gradi, second Sean, approved by all
  - c. Leadership Manual-- moved by Gradi, second Sean, approved by all
  - d. Bylaws—Moved by Robbie, second by Sean, approved by all.
- E. Chamber Membership—It was discussed and decided to hold off on the membership at this time.
- F. WMBB Advertising opportunity—Michelle discussed that WMBB wants to do some community advertising. With 12 businesses participating the cost is \$50 per month (12 month contract) for six 15-second spots per day. Heather is coordinating this and will collect the money. Moved to accept by Robbie and second by Judy, all approved.
- G. Lucky's market is having a function April 10<sup>th</sup> and has chosen HSAWP to receive 10% of the sales as a grant. The money is to be used on an environmentally sustaining project. Michelle recommended that it be tied to the market. There were suggestions, Beverley asked that we think about and get together later.
- H. March 14<sup>th</sup> is Pi day. There is to be a function at the museum selling slices of pies. Everyone is asked to bring a pie. The function will be from 10:00 until 5:30 or we run out of pies.
- I. The new table has been delivered and looks great. A plaque will be added to the top. New chairs are now needed. Beverley asked that each board member consider buying a chair. The chairs are being looked at for the best buy.

### Agenda Item VII Project Director's Report-Michelle Price

Michelle presented the results of February.

### Agenda Item XI—Committee Reports

- A. Museum Operations and Procedures—Robbie presented an update on the museum and all the work that is being done. She said the grant has been submitted and results are



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expected by March 23<sup>rd</sup>. With an award there will be a celebration at the museum. For the pub crawl, 700 passports have been printed and are now available for \$5 each. There is a grand prize of a cooler of spirits. Board members are asked to contribute spirits. Just a note, Buddy West has made 4 recent visits to the museum helping out with the printing. Nancy Hudson has taken on the project of documentation and labeling everything in the museum. She is well on the way to completion. Robbie ask for funding for information cards on the museum history. Vic motioned to approve \$275, Judy seconded and all approved. Also Robbie explained that several years ago the process to get the museum on the National Register was started but not finished. This project is being restarted with the aid of the city commission.

- B. Events & Promotions—St Patrick's Day Pub Crawl is moving along well. As soon as it is over, planning for Salty Dog Day will start.
- C. Market Resource—Dave had nothing to report

Meeting adjourned

Attachments:

Museum Director's report

Respectively Submitted by Gradi Morgan, Secretary

Approved by:

Beverley Walterson, President