



Historic St. Andrews Waterfront Partnership

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

Historic St. Andrews Waterfront Partnership Board Meeting Minutes April 11, 2018

Agenda Item 1 – Call to Order

Called to order at 7:00 am, Wednesday April 11, by President Beverley Walterson.

Roll Call:

Board of Directors Present: Beverley Walterson, Robbie Fehrenbach, Gradi Morgan, Vic Jones, Sean Lyon, Judy Stevens, Mynta Harbison, Dave Smith, Sonya Caldwell, Mike Nichols

Management: Michelle Price

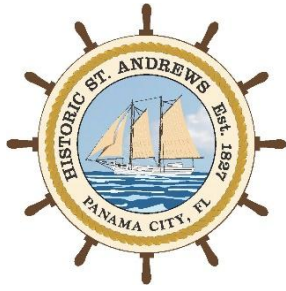
Agenda Item II – Approval of Minutes

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

Motion: Mynta moved to approve the minutes and Judy seconded. All approved.

Agenda Item III – President's Report – Beverley Walterson

- A. Beverley announced that Dave Smith has requested to step down as the Market Committee Chairperson due to his many business commitments, which was accepted by the board. Beverley asked if anyone else wanted to take over that position, and no one volunteered. Robbie suggested Sonya be appointed as the Chair replacement since she is the newest board member and is not on any committees yet. Sean seconded that recommendation, and other board members thought this was an excellent idea. It was decided that this would be discussed with Sonya and resolved on later.
- B. Beverley brought up the fact that as a group the Partnership is trying to grow financially and get to a position where we are not dependent on the CRA funds, therefore freeing up those funds so that they are able to be put back into the community. She asked for any ideas to implement getting to that position. Robbie questioned if we have a fund-raising committee and if not, perhaps establishing one. Dave mentioned that it might be part of the Financial Committee, so it was decided that we need to sit down with that committee and see what all it entails.
- C. Beverley requested that we approve additional funds for paying Kirk Lancaster for our website and technical support work, as we have several upcoming projects that will need additional work. Mynta motioned that we pay per project with a cap of \$500.00 per project. Judy seconded that motion, and all approved.
- D. Beverley reminded us all to try to email Michelle any questions, comments or information we need to give her rather than just going by the Museum and possibly interrupting her during her work hours.



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- E. Beverley also mentioned that there are several grants that are being on worked right now but has no info on them right now as to status. She just wanted us to be aware of them and that we might have a shot at some funds coming in from them.

Agenda Item IV: Treasurer's Report – Vic Jones

- A. Vic stated the we have roughly \$52,000.00 in the bank as of March 31, which includes the City money, but not all the totals from the last few events. He stated that the accountant has suggested that we open a second checking account for payroll, including the City money. This will make it easier to show where the money goes. This has to be approved by the board, put in the minutes and approved, and shown to the bank to open the second account. Robbie made a motion to approve, Sean seconded and all approved.

Agenda V: Old Business

- A. Wheelbarrow Sign: Beverley stated that there is not going to be a sign put on the wheelbarrow. A banner is not an option either. She also said that one of the arms is broken. Robbie brought up that perhaps the wheelbarrow has served its purpose and not needed anymore and everyone else pretty much agreed. It was suggested that we possibly find someone that wants the wheelbarrow and would move it. We may possibly put the word out that we want to sell it and see if we can find an interested party to remove it. We need to come up with some ideas on what we could put in its place.
- B. Main Street Destination – Commissioner Nichols: Mike spoke with Ronni Woods, who is with the Florida Historic Preservation about St. Andrews becoming a Main Street Destination, and all that it entails. A lot of what is done once you are designated, we are already doing, without the having to follow the guidelines and deal with the restrictions, so it was brought up that it might not be a good fit for us. Ms. Woods suggested coming to meet with us possibly in June and explain what being designated as a Main Street Destination entails, and if it would be a good move for us.
- C. Chairs - New chairs are needed for the table. An amount was suggested of \$200.00 to \$250.00 as a purchasing amount per chair, or a total of \$2,500.00 total. Judy motioned, and Mynta seconded.

Agenda VI: New Business

- A. T-Shirts - Beverley stated that we need to make money. One good money maker is T-Shirts, and she would like to order new shirts that can be sold at both the museum and the market. We will need a cap amount and then get some design styles. An amount of \$800.00 was suggested as the cap for shirts. Dave motioned and Mynta seconded.



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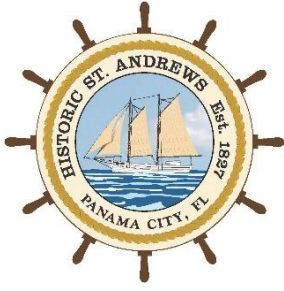
- B. Farmers Market renaming and sponsorship - Beverley suggested renaming the market by dropping the "Waterfront" from the name, therefore shortening it. New name will be St. Andrews Farmers Market. She also mentioned the possibility of trying to find a sponsor for the market. Talk was mentioned of either a car dealer or an attorney as a sponsor. Talk on sponsorship will continue.
- C. Newsletter – Everyone was very complimentary of the newsletter and Michelle for doing it. Ideas or info for upcoming newsletters is requested.
- D. Drug Free Workplace addition to employee manual – This designation needs to be added to the employee manual as a condition of the FHC grant we just received so that we can move forward with the grant. Gradi motioned to add that to the manual and Judy seconded.
- E. Printer copier – Our printer copier does not keep up with the amount of work we do and is also costly to operate. We need to look in to options for an alternative machine. Beverley asked if anyone knew of someone we could talk to for options to please let us know. Mike Nichols offered to loan us a spare business printer copier he has at his office. Michelle also to research options available to purchase.

Agenda VII: Museum Directors Report – Michelle Price

- A. Michelle reported that for the month of March, approximately 759 visitors were at the museum for a combination of the different functions, the walking tours, museum visitors, Pi Day and the Pub Crawl. There were several special group events held, 2 classes from Gulf Coast State College, a meeting to inform of the Cottage Food Laws as well as a meeting of The Experimental Book Arts Guild. We also had people who attended our Pi Day function held at the Museum and people coming in to purchase passports for the Pub Crawl. The Museum was open a total of 124 hours. Total volunteer hours for the Museum and functions as well as the market was 414.5 +- hours.

Agenda VIII: Committee Reports – Robbie Fehrenbach

- A. Museum Operations – The wall hanging system in the museum needs to be expanded. Robbie just wanted to put us on notice that she will be requesting money to add to the existing system.
- B. St. Patrick's Day for 2019 is on a Sunday, so the Pub Crawl will be on Saturday, March 16 next year.
- C. We need to decide if we want to maintain the boat parade. There is a lot of involvement required to be responsible for putting on the parade. The Partnership is not sure we want to oversee this function. Mike Nichols offered to talk to the Director of DIB in Panama City to see if they will take it on either through the DIB or through his event planning business that he has.
- D. Robbie suggested that we consider having an event in October in St. Andrews since it is a slow month for events. She suggested having a "Spirits of St. Andrews" pub crawl on October 27. It will be tied into the Halloween theme to some degree. Planning is ongoing. Everyone was very receptive to the idea.



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- E. There will be a Cops and Coffee event held in the Museum on May 31 at 8:30 am. We will provide the coffee and food items.

Agenda IX – Items from the floor.

- A. Heather reported that WIP is going forward with commercials for St. Andrews with WMBB.
- B. The St. Andrews Civic Club is starting a “Yard Clean Up” program. Monthly a yard in the community will be chosen to get cleaned and spruced up.

Meeting Adjourned at 8:40 am.

Submitted by – Gradi Morgan, Secretary

Approved by:

Beverley Walterson, President