

# Historic St. Andrews Waterfront Partnership

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

## Historic St. Andrews Waterfront Partnership Board Meeting Minutes May 9, 2018

### Agenda item 1 – Call to Order

Called to order at 7:07 am, Wednesday May 9 by President Beverley Walterson.

Roll Call:

Board of Directors Present: Beverley Walterson, Robbie Fehrenbach, Gradi Morgan, Vic Jones, Sean Lyon, Mynta Harbison,

David Smith, Sonya Caldwell, Mike Nichols

Board of Directors Absent: Judy Stevens

Management: Michelle Price

### Agenda Item II – Approval of Minutes

The April 11, 2018 meeting minutes were previously emailed to the Directors for review.

Beverley called for comments or corrections.

None were brought up so Beverley asked for approval. Mynta motioned that the minutes be approved, Sean seconded. All approved.

### Agenda Item III – President's Report – Beverley Walterson

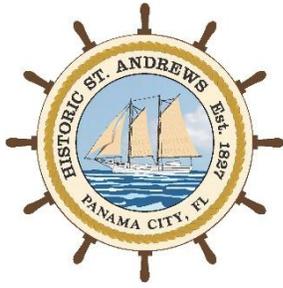
A. Beverley requested that Michelle's title be changed to Executive Director, which is a more accurate description of all that she does.

Her current job title is Museum Manager/Market Coordinator, but as we are working toward finding someone to take over the running and management of the market, Michelle will cease to handle that aspect of her current job. Dave made a motion to approve, Sonya seconded. All approved.

B. Beverley commented on how the organization progress of the Partnership has improved so much in recent months. We are very busy, but things are running much more smoothly now, and it is obvious that we are growing and keeping up with that growth.

### Agenda Item IV – Treasurer's Report – Vic Jones

A. Vic emailed to the board members the P & L statement for the first four months of the year. He stated that financially we are looking better month to month, trying to catch up from some carry-over from last year. He also mentioned that we received a couple of



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rather large amounts from some grants, but that money will be going right back out, so it will not change our bottom line. He also mentioned that he is meeting with the accountant on a regular basis trying to get a more working knowledge of our system, in the hopes of decreasing what we pay to the accountant.

- B. The second bank account has not been opened yet but will soon. Vic had to wait for the minutes from the last meeting to be approved so he can take to the bank to open the second account.

### **Agenda Item V – Old Business – Beverley Walterson**

- A. Beverley requested that we table discussion on moving the Wheelbarrow until a couple of ideas being considered for something to go in its place are explored. She also requested ideas from members and anyone else who might have an idea for what to do in that area once the wheelbarrow is gone.

**Carry-over:** See if there are any ideas for something new to replace the wheelbarrow that can be on the agenda for next meeting.

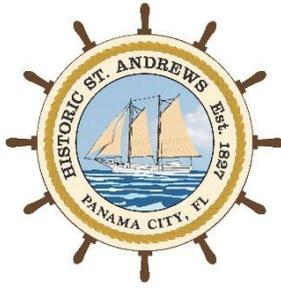
- B. Research has been ongoing for options for new chairs for the conference table. It was also brought up that board members can go ahead and donate for sponsorship of a chair prior to a new one being chosen if they want to. Sponsorship is encouraged to offset the cost of new chairs.

**Carry-over:** Try and come up with an actual chair to purchase.

- C. The T-Shirts for the Salty Dog Day event are being printed right now. A design is being worked up by Blasted for a St. Andrews shirt that can be used for the market, museum and St. Andrews. As soon as it is available it will be sent to all the board members for review and comments.
- D. Mike Nichols clarified that the City of Panama City will oversee finding an entity to manage the Christmas Boat Parade going forward. Downtown will focus on the city marina parade festivities and St. Andrews will focus on parade festivities at the St. Andrews marina.
- E. Beverley reported that Mike Nichols donated a good used printer for us to use at the museum. We decided to donate our old printer to the Habitat for Humanities store. Thank you, Mike.

### **Agenda Item VI – New Business – Beverley Walterson**

- A. Michelle has set up new email accounts for the following areas:



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Market – [market@historicstandrews.com](mailto:market@historicstandrews.com)  
Museum – [museum@historicstandrews.com](mailto:museum@historicstandrews.com)  
President – [president@historicstandrews.com](mailto:president@historicstandrews.com)

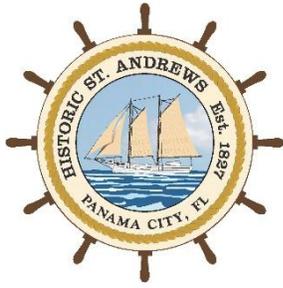
Please use these email addresses for any business pertaining to these subjects.

- B. Beverley brought up the question of whether we need to put a policy in place pertaining to political or religious groups at the market, after there was a complaint because of a religious song being played by a musician at the market. It was decided that the current guidelines we have listed in our market application will suffice for now and any other issues that come up will be addressed on a case by case basis.
- C. We have a need for a cellphone that has WIFI so that it can be used with our Square for sales we make at the market and the museum. Beverley asked for a motion to grant purchasing a phone with a cap of \$100.00, and a \$50.00 cap for a plan for said phone. Dave motioned and Gradi seconded. All approved.

### **Agenda Item VII – Executive Directors Report – Michelle Price**

- A. Michelle reported the following numbers for the museum and market functions.....
  - Approximately 201 visitors to the museum
  - Museum was open 92 hours
  - Three walking tours
  - Two scheduled meetings, one for the Book Arts Guild and one for a Poem in your Pocket gathering.
  - 303.5 volunteer hours for April
  - Three markets in April, one cancelled because of bad weather.
- B. Beach TV came into the museum and did a good segment on the museum. They interviewed Ellen about the walking tours that she gives and interviewed Buddy West about the printing portion of the museum.
- C. Lucky's Market had an Impact Day at their store in which they gave 10% of their sales generated on that day to St. Andrews for our Environmental Sustainability program. The amount came to a little over \$3,000.00, which we will possibly use part of to provide paper bags to the vendors at the market, in the hopes that they will be encouraged to use less plastic. A plan is being discussed on how to implement this.
- D. Some of the merchants in St. Andrews have put together an ad on Channel 13 that promotes St. Andrews and both the museum, and the market are featured in it.

### **Agenda Item VIII – Committee Reports**



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- A. Museum Operations – Robbie reported that the final phase is being worked on to finish the new Walking Tour package in preparation of turning it in to the State. The next step will be putting together a launch party. She called on people to volunteer to help with putting the party together as well as food donations from the restaurants. She also mentioned that she was going to be submitting a request for funds to purchase some smaller mats and frames for our wall hanging system in the museum to be able to display smaller pictures/photos.
- B. Market – Sonya is working on trying to find a couple of artists to possibly vend at the market to give us a little more variety in that department.
- C. Beverley mentioned that Salty Dog Day is almost here, and we are still trying to get donations for our silent auction.
- D. Beverley also reminded everyone that Cops and Coffee is May 31<sup>st</sup> at the museum.

### **Agenda Item IX – CRA Report – Onya Bates**

- A. Onya reported that the Copper Top Grille asked for a 90 Day extension and has been granted it due to unforeseen permitting issues.
- B. There is \$4,100.00 funds still available in the grant program.
- C. On the 12<sup>th</sup> Street project we are still waiting on the pole removal but work to start anyway. Money is put aside for this project.
- D. On the 13<sup>th</sup> Street project, construction is complete, there are just a few minor cosmetic fixes that need to be done and then the final payment will be issued.
- E. The final CRA plan update final draft has been submitted by S&ME Inc. and they are now ready to take the next steps including additional community feedback.

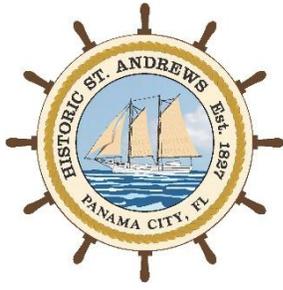
### **Items from the Floor**

- A. Dave mentioned that on the last Saturday of each month there is a gathering of cars for what is known as “Cars and Coffee” down on the marina. He said that there is typically between 75 – 100 cars usually. People gather and look at the cars, talk and trade info. It attracts a lot of people to see the cars, which will bring people down into the area. Beverley stated that we would list the info on our social media pages.

**Adjourn – Mynta motioned, Dave seconded.**

Submitted by Gradi Morgan, Secretary

Approved by:



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A handwritten signature in blue ink that reads 'Beverly Walterson'. The signature is fluid and cursive, with the first name 'Beverly' being more prominent than the last name 'Walterson'.

Beverly Walterson, President