

Historic St. Andrews Waterfront Partnership

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

HISTORIC ST. ANDREWS WATERFRONT PARTNERSHIP

Board Meeting Minutes

November 14, 2018

Agenda Item I – Call to Order

Meeting was called to order at 7:05 A.M., Wednesday November 14, 2018 by Robbie Fehrenbach, Interim President.

Roll Call: Board of Directors Present: Robbie Fehrenbach, Gradi Morgan, Vic Jones, Sean Lyon, Mynta Harbison, Judy Stevens, Sonya Caldwell, Dave Smith, Jan Johnson, Mindy Kelly
Management: Michelle Price

Agenda Item II – Approval of Minutes

The September meeting minutes were previously submitted to the Directors for review. Robbie called for comments or corrections and there were none. Mynta motioned and Vic seconded to approve the minutes. All approved.

Agenda Item IV – Agenda Review

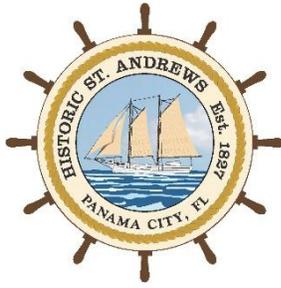
- A. Robbie asked for additions or deletions and changes for the agenda.

Agenda Item IV – President's Report

- A. Robbie read a list of items done by some of the members of the board in order to meet our mission for St. Andrews in the past month and a half. She stressed that a good way for us to move forward and recover from the trauma of the storm is to continue with our routines and try to get back to our normal way of living here in St. Andrews. She also read off upcoming projects we have scheduled that will carry us through December.

Agenda Item V – Treasurer's Report

- A. Vic stated that we really need to come up with some projects to bring in money. All the markets were cancelled in October after the storm, as well as other functions that had to be cancelled, so that created a deficit in funds for that month. Robbie noted that any type of project to bring in money, be it small or large, would be beneficial.



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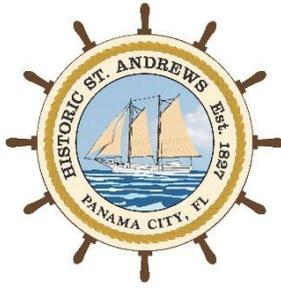
- B. Vic asked that we go ahead and consider the new financial procedures for the Partnership. Robbie asked for an approval of Vic's Treasurer Report – Judy motioned, and Sonya seconded. All approved. She also asked for an approval to adopt the new financial procedures for the Partnership that Vic had drafted. Gradi motioned and Mynta seconded. All approved.

Agenda Item VI – Old Business

- A. Michelle had researched new name options for the Farmers Market that would incorporate all that the market offers and suggested several. It was decided that the new name for the market will be “The Market at St. Andrews,” by a unanimous decision. Robbie asked for a motion to accept and Mynta motioned and Gradi seconded.
- B. Robbie suggested we postpone deciding on incentives for the new Market Coordinator until the next meeting to give us all time to get some ideas together that can be incorporated into the hiring contract for the new coordinator.

Agenda Item VII – New Business

- A. Sean announced that Jan Johnson and Mindy Kelly have been selected as our new board members. He then made the motion to approve them to the board and Gradi seconded. All approved.
- B. Michelle went over the damages the storm did in to the museum and all that has been repaired since then.
- C. Robbie has lined up someone to repair the market shed and reported that the cost will be around \$500. Michelle is going to research what insurance might cover.
- D. The board approved giving Michelle days off to deal with issues she incurred due to the hurricane.
- E. Robbie suggested that we turn our Historic Sign Program over to the Bay County Historical Society. They will alert us to anyone who requests a historical sign for our area, and they will do all the research necessary before giving a sign to anyone. It will free us up from doing all the extensive research necessary to awarding a sign. Sean motioned we do so, and Dave seconded. All approved.
- F. Michelle asked for a budget in order to plan an Appreciation Party for our volunteers and vendors that help in the museum and market. \$500 was suggested as the maximum she can spend. Vic motioned, and Judy seconded. All approved.
- G. Robbie touched on status of repairs of the phone and internet for the museum and if anyone knew what was going on. Repairs are working their way toward us.
- H. Robbie asked if we were open to renting temporary space for businesses daily within the museum, in areas that will not interfere with the museum. These areas will be available to business people in St. Andrews that have been impacted by the hurricane and need



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temporary space from time to time to conduct meetings, classes and such. We will research what our parameters might be.

- I. Robbie brought up the wheelbarrow needs to be dealt with, especially now that it has been damaged by the hurricane. She asked for a motion to dismantle the wheelbarrow and salvage what can be saved or repurposed off of it. Jan made the motion and Sean seconded. All approved.

Agenda Item VIII – Executive Director’s Report

- A. Michelle gave her reports for both September and October, going over the numbers of visitors, tours, volunteer hours and markets.
- B. She also reported that she is trying to find out if we are eligible for help from FEMA for Historic Preservation Grants but has been unsuccessful so far. Jared is going to get a representative from FEMA to speak to Michelle. She is not going to pursue SBA help right now.
- C. Michelle suggested that we explore offering some type of program for planting new trees in St. Andrews to replace all that we have lost. She and Judy Stevens are going to meet with the Master Gardner people and get some guidance on types of trees and procedures for starting a program for replanting.

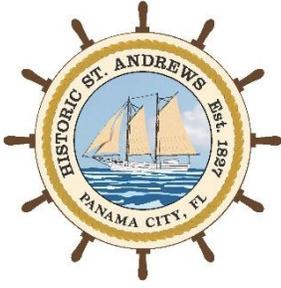
Agenda Item IX – Committee Reports

- A. Michelle reported that a Spotlight Vendor program has started but it has gotten off to a slow start due to the hurricane. She hopes to get it back on track in December. She is also working on a Holiday Market for December that will have extended hours.
- B. Robbie asked for board opinions as to whether to return the sponsorships donated for the Bar Haunt (that did not take place due to the storm) or give the sponsors the option of letting us redirect those donations toward a new event. The board was fine with asking the sponsors about using the donations elsewhere.
- C. Robbie asked for volunteers and board members help in getting the park decorations set up for the Historic Christmas Village. She went over all the dates for the different functions coming up.

Agenda Item X – CRA Report – Jared Jones

- A. Jared Jones explained that the CRA projects have had to take a backseat for the time being as the city is focused on hurricane cleanup. He also announced that there will be a new CRA Program Manager hired to replace Onya, who has moved.

Agenda Item XI – Items from the Floor



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- A. Heather went over upcoming meetings and other functions coming up around St. Andrews.
- B. Bill Lloyd announced that the Governor Stone has been raised from the water and repairs will start soon.

Adjourn – Robbie asked for motion to adjourn. Judy made the motion. Gradi seconded. All approved. Adjourned at 8:43.

Submitted by Gradi Morgan, Secretary

Approved by:

Roberta Fehrenbach
President