

Historic St. Andrews Waterfront Partnership

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

Historic St. Andrews Waterfront Partnership Board Meeting Minutes September 12, 2018

Agenda Item 1 – Call to Order

Meeting called to order at 7:02 am, Wednesday September 12 by Robbie Fehrenbach.

Roll Call:

Board of Directors Present: Robbie Fehrenbach, Gradi Morgan, Vic Jones, Sean Lyon, Mynta Harbeson, Dave Smith, Judy Stevens, Sonya Caldwell.

Board of Directors Absent: Beverley Walterson

Management: Michelle Price

Agenda Item II – Approval of Minutes

The August 8, 2018 minutes were previously emailed to the Directors for review. Robbie asked if there were any comments or corrections that needed to be addressed. None were reported. Mynta made a motion to approve the minutes and Sean seconded. All approved.

Agenda Item III – Agenda Review

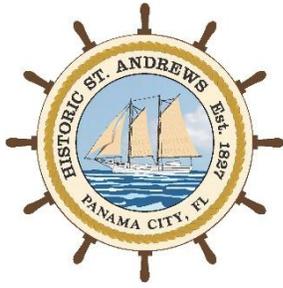
Robbie called for a change in the agenda to shift Jared and Onya's reports ahead in the meeting so that they could leave to go other meetings.

Agenda Item IV – Approval of Interim President and Vice-President

Robbie brought up the need to approve her as Interim President and Gradi as Interim Vice-President until the elections in January. Sean made the motion to approve and all seconded.

Agenda V – Nominating Committee – Sean Lyon

- a. Gradi agreed to continue as Secretary as well as Interim Vice-President until some new board members are brought on board that may give us some potential candidates for the position.
- b. Sean reported that we have two applications for new board members but that we are trying to get some more applicants to give us several options to choose from.
- c. Robbie also asked that it be voted on to approve her as Interim President and Gradi as Interim Vice President until the elections in January. Sean motioned to approve, and everybody seconded.



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AGENDA VIII – CRA MANAGER’S REPORT

At this time the meeting skipped down to Agenda VIII for Jared and Onya to present their reports so that they can get to the other things they need to attend.

- a. Two applications were presented for grant requests. One was for demolition of an old house at 1104 Wilmont Avenue. Judy motioned to approve the grant request and Vic seconded the motion. All approved.
- b. The second request was for landscape and drainage improvements to the Tap Room at 1124 Chestnut Avenue. Judy motioned to accept the request, and Sean seconded. All approved.
- c. Onya brought us up to date on the sign rehab for the St. Andrews Welcome sign and the Oaks by the Bay wheel. She relayed the cost to repair each and will proceed with getting the work done.
- d. Onya also touched on the fact that the Bayview Parking Lot, 13th Street Streetscape and the Wheelbarrow Landscaping projects have been completed.
- e. Jared reported that the 12th Street Streetscape project is getting ready to start.

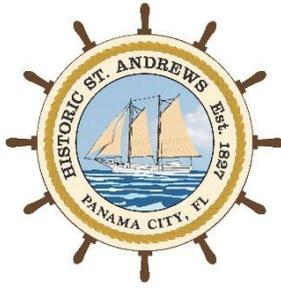
AGENDA VI – INTERIM PRESIDENT’S REPORT – ROBBIE FEHRENBACH

- a. Robbie read over the Partnership’s mission statement in our by-laws and how that statement pertains to items done in the museum and in the community over the past month. Some things done are paid print jobs and community service print jobs, participation in Art Break Day, museum tours and walking tours, the farmer’s market. Michelle is constantly posting social media shares as to who is doing what in St. Andrews and posts upcoming events in St. Andrews.
- b. Robbie also let us know that every other month we will have a quick little lesson on some of the past St. Andrews history. Ellen gave a short tour of the West’s office and pointed out several interesting pieces of furniture and passed on a few stories about the West’s and how they operated the business.

AGENDA VII – TREASURER’S REPORT – VIC JONES

- a. Vic reported that right now we have right at \$14,000.00 in the bank right now and will be fine through the end of the year, but we need to work on getting some revenue in, work on coming up with some money-making projects to bring in some revenue. There were no questions for Vic as to finances, so Judy made a motion to accept his report and Sonya seconded his report.

AGENDA VIII – OLD BUSINESS



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No old business other than the PC Map has been received and all were very pleased with it.

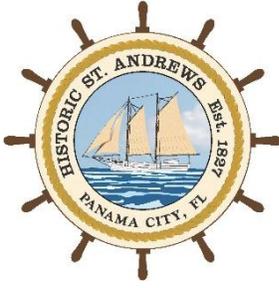
AGENDA IX – NEW BUSINESS

- a. A one-time allowance of attending a meeting via phone instead of being physically present was approved. Mynta made the motion to accept and Vic seconded. All approved.
- b. We as a board need to consider how to stagger the terms of members since right now everyone is on equal standing in term limit. When the by-laws were re-written all terms started at the same time, so we need to decide how to break up the limits to stagger the term limits. We also need to decide whether we want to add a couple of new members to the board, meaning we will have a couple more members than we have now.
- c. Vic brought up the fact that we may want to consider changing the name of the Farmers Market to something else to make sure that we are not perceived as strictly a “farmers” market meaning we have just produce and things pertaining to a farmer. Michelle is going to research a few things – such as repercussions of changing the name, options for other names, and so forth.
- d. Vic brought up the fact that we need to re-visit the financial procedures he put together and passed out to us a while back. He is going to send them back out to us and we need to go over them and be prepared to discuss and approve at the next meeting.
- e. Robbie asked for a motion to approve the base pay of \$12,000.00 for a Market Coordinator position with incentives to increase their pay so that we can move forward with listing the pay in the job description and post it for applicants once we get approval from the Commission. Sonya motioned to approve the base pay and Sean seconded. All approved. Michelle passed out the job description for us to approve. All approved the job description also.

AGENDA X – DIRECTOR’S REPORT – MICHELLE PRICE

- a. Michelle passed out a report stating all pertinent information on the past months’ museum tours, visitors, special group events and walking tours. We also got a new volunteer.
- b. She reported that the market started selling the boxed water and canvas totes as part of our Environmental Sustainability Program.
- c. Michelle went over upcoming events with the two most notable being the Walking Tour App launch party being Oct. 6 at 2pm and the Spirits of St. Andrews Bar Haunt on Oct. 27.

AGENDA XI – COMMITTEE REPORTS



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- a. Robbie mentioned that we have 4 sponsors for the Bar Haunt and asked that we all try to get at least one sponsor each to help with the funding of the event.
- b. Sonya touched on an idea she is working on as a fund raiser called Soiree by the Bay that could be a signature event we hold every year as our big fundraiser. She is in the preliminary stage of putting ideas together, but the idea was well received. She will continue to work on it and report again in October.

AGENDA XII – ITEMS FROM THE FLOOR

- a. Heather mentioned upcoming events, Coastal Cleanup, the September Destination Panama City meeting, Jazz by the Bay and Small Business Saturday. She also thanked us for our participation in Art Break Day, which was a great success and asked for any ideas for next years event, which they are already working on.

Adjourn – Robbie asked for a motion to adjourn. Mynta made the motion and Sonya seconded. All approved. Adjourned at 8:31.

Submitted by Gradi Morgan, Secretary.

Approved by:

Roberta Fehrenbach
President