

Old Town Commercial Association  
Meeting of the Board of Directors  
Tuesday, October 10 – 5:30 PM  
Temple Lofts Conference Room | 502 E Cesar Chavez Avenue

Beth Herendeen, President	—	Amanda Hadley, Director	—
Daniel Rials, Vice President	<u>x</u>	Chad Jordan, Director	<u>x</u>
Vacant, Secretary	—	Bradly Rakowski, Director	<u>x</u>
Eric Hanna, Treasurer	<u>x</u>	Rick Preuss, Director	<u>x</u>
Kat Palmer, At-Large	<u>x</u>	Summer Schriener, Director	<u>x</u>
		Vacant	—
Samantha Benson, OTCA Executive Director		<u>x</u>	
Cathleen Edgerly, DLI Executive Director; Advisor		—	

***Our Mission: To maintain a vibrant business community in Lansing’s historic Old Town district by providing services and opportunities that foster economic growth and community engagement.***

**PAUSE – PARAPHRASE – POSE A QUESTION**

**MEETING AGENDA**

**Meeting Called to Order: Daniel called meeting to order 5:45pm**

**Public Comments – limited to three minutes *No public comments***

**Approval of Agenda: Motion to Approve minutes, Daniel motioned, Eric 2nd. All approved**

**Approval of September Minutes: Motion to approve minutes. Eric motioned, Kat 2nd. All approved**

**Consent Agenda:**

Approval of September Committee Reports

Org/Promo - Will be putting together membership invoices to send out Dec. 1st.

Memberships will stay active this year as there was organization needed to get correct invoices in order.

Contacts will be updated to confirm information in WildApricot and other sources we have collected

**Treasurer’s Report: Eric Giving Update: Kristy our Accountant has taken a CFO role and will be leaving. We are transitioning to a new accounting firm and new banking partner. Eric and Sam will be having meetings with several organizations to determine who we will use. Treasurer's Report will be updated with new budgets and dates added to track cashflow.**

**Downtown Lansing, Inc. Update: No current updates**

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**City of Lansing Update: Sam will be meeting with Jordan from the City of Lansing to get updates on parking and where they are at.**

**Director's Report:**

**Website will be switching from Wordpress to Hubspot**

**Old Business:**

- September Give/Get
- Silver Gala
  - 32 individual tickets sold (outside of sponsorship tickets)
  - 5 volunteers signed up for the evening so far
  - Beth review the run of the show
    - Old town history by Summer
- Reaccreditation Meeting Nov 1
  - Board is needed from 12-130pm
- Setting a Board Session for 2024 Strategic Planning
  - Need to set a time for the Board to have a session on Strategic Plan.
  - Facilitation suggested by Karen. Bringing in someone to help coordinate the meeting.

**New Business:**

- Voting in new directors Brianna Wilson and Karen Stefl - Daniel motioned to vote in Karen Stefl. Kat 2nd. All approved
- Daniel motioned to approve Brianna Willson, Kat 2nd. All approved
- Jenea's contract - update to reflect April end date, yearly going forward
- Landscape contract with Snyder - Leverage DLI to get assessment money for Busby Garden. Contract ends in October and we have not had good experiences with Snyders.
- Claiming committees - Went over that every board member needs to be on a specific committee. Plan is to have board members on each committee so we can start officially recruiting volunteers for each committee.
- Request from Daniel Ferreyra (formerly with Lansing for Cesar E Chavez) to host beer tent for 2024 Fiesta - June 7 & 8
  - Need more details. Other events were cancelled the week or two before. Need to get info on what they want the OTCA to do.
- Board building prior to Annual Meeting in February
  -

Added Discussions -

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ARPA Grants - Eric needs more details from DLI about our obligations and specific on the grants.  
Need to talk with Ben and Cathleen to find out

Community Foundation Meeting -

Daniel Update - Daniel announced that he will be stepping down from the board in February. Due to his family situation he will need to commit more time to his family and step away from volunteer commitments.

**Adjournment: Daniel motioned to adjourn. Kat 2nd. Time 7:07pm**

*Next OTCA Board Meeting to be held on Tuesday, November 14, 5:30 pm,  
in the Old Town Commercial Association office.*