



**MINUTES
TOWN OF PITTSBORO
DOWNTOWN ADVISORY BOARD
REGULAR MEETING
TUESDAY, JULY 19, 2022 - 6:00 PM**

Members Present:

Robyn Allgood, Voting
McKenzie Allgood, Voting
Debbie Andleton, Ex-Officio
Samantha Birchard, Voting
Sarah DeStefano, Voting
Heather Johnson, Voting
Janeth Moran, Volunteer
Cindy Schmidt, Ex-Officio
Greg Stafford, Voting
Michael Whitman, Voting
Nora Young, Volunteer
Theresa Thompson, Downtown Development Director

Voting Members Absent:

Kathie Russell, Voting
Chevon Moore, Voting
Dylan Perry, Voting

1. Welcome & Introductions

The meeting was opened by Theresa Thompson, Downtown Development Director.

2. Main Street Program Overview

Following the introductions, Mike Dougherty with the NC Department of Commerce provided an overview of the Main Street Program and facilitated several exercises where the participants helped identify community assets, economic drivers, downtown stakeholders, and also conducted a SWOT analysis.

3. Director's Report

Ms. Thompson presented the Director's Report.

4. Decision Items

- Minutes of the June 30, 2022 Regular Meeting – Robyn Allgood made a motion to approve the minutes, Greg Stafford seconded the motion. The motion passed unanimously 7-0.
- Election of Officers of the Advisory Board
 - Chair – Heather Johnson nominated McKenzie Allgood to serve as Chair for Fiscal Year 2023 and she accepted the nomination. Ms. Johnson made a motion

- to elect McKenzie Allgood as Chair, which was seconded by Mr. Stafford. Robyn Allgood abstained. The motion passed unanimously (6-0).
- Vice Chair - Ms. Johnson nominated Samantha Birchard to serve as Vice Chair for Fiscal Year 2023 and she accepted the nomination. Ms. Johnson made a motion to elect Ms. Birchard as Vice Chair, which was seconded by Mr. Stafford. The motion passed unanimously (7-0).
 - Secretary - Ms. Johnson nominated Sarah DeStefano to serve as Secretary for Fiscal Year 2023 and she accepted the nomination. Ms. Johnson made a motion to elect Ms. DeStefano as Secretary, which was seconded by Mr. Stafford. The motion passed unanimously (7-0).
 - Election of Officers of the Economic Vitality Committee
 - Chair - Ms. Johnson nominated Greg Stafford to serve as Chair for Fiscal Year 2023 and he accepted the nomination. Ms. Johnson made a motion to elect Mr. Stafford as Chair, which was seconded by Robyn Allgood. The motion passed unanimously (7-0).
 - Vice Chair – Mr. Stafford nominated Robyn Allgood to serve as Vice Chair for Fiscal Year 2023 and she accepted the nomination. Mr. Stafford made a motion to elect Ms. Robyn Allgood as Vice Chair, which was seconded by Ms. Johnson. The motion passed unanimously (7-0).
 - Secretary – Mr. Stafford nominated Michael Whitman to serve as Secretary for Fiscal Year 2023 and he accepted the nomination. Mr. Stafford made a motion to elect Mr. Whitman as Secretary, which was seconded by Mr. Birchard. The motion passed unanimously (7-0).
 - Election of Officers of the Promotions Committee
 - Chair – McKenzie Allgood nominated Heather Johnson to serve as Chair for Fiscal Year 2023 and she accepted the nomination. McKenzie Allgood made a motion to elect Heather Johnson as Chair, which was seconded by Ms. Birchard. The motion passed unanimously (7-0).
 - Vice Chair – Ms. Johnson nominated McKenzie Allgood to serve as Vice Chair for Fiscal Year 2023 and she accepted the nomination. Ms. Johnson made a motion to elect McKenzie Allgood as Vice Chair, which was seconded by Ms. Birchard. The motion passed unanimously (7-0).
 - Secretary – McKenzie Allgood nominated Janeth Moran to serve as Secretary for Fiscal Year 2023 and she accepted the nomination. McKenzie Allgood made a motion to elect Ms. Moran as Secretary, which was seconded by Ms. Johnson. The motion passed unanimously (7-0).
 - Election of Officers of the Design Committee
 - Chair – Ms. Johnson nominated Samantha Birchard to serve as Chair for Fiscal Year 2023 and she accepted the nomination. Ms. Johnson made a motion to elect Ms. Birchard as Chair, which was seconded by Mr. Stafford. The motion passed unanimously (7-0).
 - Secretary – Ms. Birchard nominated Nora Young to serve as Secretary for Fiscal Year 2023 and she accepted the nomination. Ms. Birchard made a motion to elect Ms. Young as Secretary, which was seconded by Ms. Moran. The motion passed unanimously (7-0).
 - Arts in the Park – The Board agreed to have the event on Thursday, August 25. Mr. Stafford sponsored the remaining \$150 to pay for the band to perform.
 - Temporary Logo – Mr. Stafford made a motion to approve the temporary logo, which was seconded by Robyn Allgood. The motion passed unanimously (7-0).

- Façade Grant Application – Ms. Thompson presented a façade grant request, including illustrations and a quote, for an awning to be located at the Pittsboro Gallery of Arts. After discussion of the options shown on the illustrations, Ms. Thompson stated she would work with the applicant on the awning location being below the light fixture. Ms. Thompson stated she will bring the completed application back to the Board when it is submitted by the applicant.
- Creation of a Building Rehab Grant Program – After discussion, the Board authorized Ms. Thompson to draft documents for review and further discussion.
- Creation of a Social District – After discussion, the Board authorized Ms. Thompson to draft documents for review and further discussion.
- Schedule Next Meeting - It was decided that the next meeting would be scheduled for Wednesday, August 17, 2022 from 10:00am to 12:00pm.

5. Adjournment

With no further comments, the meeting was adjourned.

Theresa Thompson, Downtown Development Director