

## **Brunswick Main Street: Board Meeting Minutes**

**Date:** Monday, November 4, 2024

**Location:** Online Meeting (via Zoom)

**Time:** Meeting called to order at 7:04 PM

### **Attendees:**

- Alyssa Theodore (Chair)
- Brett Novick
- Abby Levine
- Crystal Rivera
- Julie Martorana
- Cristina Lawson
- Jen Shipley (joined late)

### **Proceedings:**

#### **1. Call to Order**

The meeting was called to order at 7:04 PM. A quorum was present.

#### **2. Approval of Previous Meeting Minutes**

- Motion to approve minutes from the last meeting: Moved by Crystal Rivera, seconded by Abby Levine. The motion was approved unanimously.

#### **3. Program Manager's Report by Brunswick Main Street**

- Update on the accreditation application due December 31, 2024. Details of work plans, budgets, and strategic focus needed by the same date were discussed.
- Main Street Maryland conference on October 7, 2024, and Get to Know Frederick County Tour on October 11, 2024, were successful.
- Report on performance of new headset equipment for tours. Further grant activities and updates were provided.

#### **4. Treasurer's Report**

- Financial status given by Brunswick Main Street: Tourism account at \$18,172 and operating account at \$7,990.

- Ongoing reconciliation efforts between Aplos accounting software and bank statements prior to submitting 2024 tax return.

#### **5. Committee Reports**

- Design Committee: Current focus on applying for the PAAM federal grant and securing a new federal number. David Meeske is interested in joining the board.
- Promotions Committee: Brief overview of recent fundraising activities and plans for Holiday Marketplace.

#### **6. Old Business**

- Review of amendments to bylaws: Motion to approve amendments moved by Brett Novick, seconded by Abby Levine, approved unanimously.

#### **7. New Business**

- Discussion regarding Yiftee sponsorship and regional collaboration possibilities. A need to identify potential sponsors locally was emphasized.
- Strategic focus revisions for 2025 were discussed, emphasizing linking strategic plans to community needs and stakeholder engagement.

#### **8. Board Membership**

- Brett Novick expressed interest in formally joining the board. Discussion about his background was shared, with clear support from existing board members. Official nomination and voting carried despite pending application submission. Brett was admitted to the Board as a Member-at-Large.

#### **Meeting Adjourned:**

- Meeting concluded at approximately 8:34 PM.

#### **Minutes Submitted by:**

- Alyssa Theodore