

DOWNTOWN OAK PARK BOARD OF DIRECTORS' MEETING MINUTES

FEB. 14TH, 2023 VIA ZOOM

PRESENT: Susie Goldschmidt, Mike Fox, Erin Payton, Jeff Long, Frank Heitzman, Michael Carney, Dave Schrodt, Eric Mazelis, Paul Beckwith, Cam Davis, Jimmy Chen, Tammie Grossman

Staff: Shanon Williams, Gabbie Burbanks, Jeff Eng and Mary Icenogle

The Downtown Oak Park Board of Directors' meeting was called to order by Board President, Mike Fox, at 8:32 am via Zoom.

Motion to Approve January 2023 Minutes:

Approved: Jeff Long

Seconded: Michael Carney

All in favor

- Motion Carried –

Finance Report – Jeff Long

1. VOP invoiced for \$175,000 for Q1, received 2/14 and will be used to replenish reserve
2. Lack of snow, snow removal is under-budget for January
 - a. DTOP is tiered contract with McAdams Landscape
3. 805 books (~\$42,000) distributed, so far in line with last year's numbers
4. 72% more redeemed with merchants compared to last year
5. Fewer gift certificates sold but more redeemed with merchants

Motion to Approve January 2023 Financial Statements:

Approved: Erin Payton

Seconded: Michael Carney

All in favor

-Motion carried –

Finance Committee Meeting Recap – Mike Fox

1. Will not be putting money into the reserves this year (2023), reserves will be revisited for next year in Summer 2023
2. Approval of new event in the budget
3. Shopper's Reward budget number has been brought down by \$10,000

Motion to Approve Revised 2023 Budget:

Approved:

Seconded:

All in favor

-Motion carried –

Village Updates - Tammie Grossman

1. Roosevelt Road will be resurfaced this year (working with the state), trying to set up a steering committee for Oak Park Avenue to resurface Oak Park Ave. from Lake St. to Pleasant St., pushing community bathroom because bids were much higher than anticipated (contemplating incorporating into larger Lot 10 project), Forest Ave will be resurfaced, single-use plastic ordinance
2. Northside of Marion will be in 2023 but not for sure (possibly in 2024)

Topic for February

1. DTOP election process – Mike Fox
 - a. Voting rights for paid members only
 - b. Need 51% to have the vote
 - c. Mike Fox – incorporating trustees more & Village Manager
2. Nominating committee (members) - role and responsibility – Shanon
 - a. Combining Nominating committee and Governance committee
3. Overview of role and responsibility of DTOP board member – Shanon

New Business

1. Board annual calendar (attached)* – Shanon and Erin
2. Change DBA? From Downtown Oak Park to Downtown Oak Park Association
 - a. Dave Schrodt – fairly easy to change name (just registration with the county), recommends against association since it is a legal term, could imply that we are something that we aren't; recommends organization
 - b. Members will come up with 2-3 names for the next meeting

Old Business

1. Membership drive update – Jeff Eng (membership letter attached): 25 paid members so far (as of a week), generating a list for Susie and Paul
2. Marketing – Jazz Thaw - Gabbie

Consent Reports

1. Executive Director (Shanon)
2. Marketing Director (Gabbie)
3. Marketing Manager (Mary)

Motion to adjourn: Downtown Oak Park Board of Directors' Meeting at 9:31 am by Mike Fox, Board President.

Approved: Paul Beckwith

Seconded: Jeff Long

All in favor

-Motion Carried –