

Bastrop Main Street Advisory Board
Bastrop Police Department
104 Grady Tuck Lane
Bastrop, TX 78602
(512) 332-8800



AGENDA – November 13th, 2019, at 5:30 P.M.

Bastrop Main Street Advisory Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800, or write to 1311 Chestnut Street, Bastrop, TX 78602, or call Relay Texas through a T.D.D. (Telecommunication Device for the Deaf) at 1-800-735-2989 at least 48 hours in advance of the meeting.

1. CALL TO ORDER

2. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Board/Commission, please submit a fully completed request card to the Board/Commission Secretary prior to the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board/Commission cannot discuss issues raised or make any decision at this time. Issues may be referred to City Staff for research and possible future action.

To address the Board/Commission concerning any item on the agenda, please submit a fully completed request card to the Board/Commission Secretary prior to the meeting.

3. ANNOUNCEMENTS

3A. Texas Downtown Association Awards

3B. Business Retention Committee Meeting- 11/19/19 8:30 am

3C. Volunteer Recruitment Committee Meeting - 12/3/19 5:30 pm

4. REPORTS

4A. Receive Main Street Manager Report.

4B. Receive Volunteer Committee Report.

4C. Receive Business Retention Committee Report.

4D. Receive Lost Pines Christmas Committee Report.

5. PRESENTATIONS

5A. Presentation on Further Revising Bylaws.

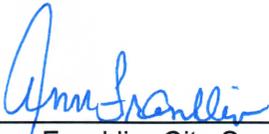
5B. Presentation on Advance Dropbox Training.

6. ITEMS FOR INDIVIDUAL CONSIDERATION

6A. Consider action to approve minutes from July 10, 2019; August 14, 2019; and September 11, 2019 Main Street Advisory Board regular meetings.

7. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting is posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenience that is readily accessible to the public, as well as to the City's website, www.cityofbastrop.org. Said Notice was posted on the following date and time: Thursday, November 7, 2019 at 11:00 a.m. and will remain posted for at least two hours after said meeting has convened.



Ann Franklin, City Secretary

MINUTES OF BASTROP MAIN STREET ADVISORY BOARD
July 10, 2019

The Bastrop Main Street Advisory Board met in a Regular Meeting on Wednesday, July 10, 2019 at 5:30 p.m. at Bastrop City Hall located at 1311 Chestnut Street, Bastrop, Texas. Members present were Terry Moore, Jennifer Long, Shawn Pletsch, Candice McClendon and Sandra Grawunder. Also Main Street Program Director Rebecca Gleason was present.

1. **CALL TO ORDER:** At 5:31 p.m. and with quorum in attendance, Terry Moore called the meeting to order.

2. **CITIZEN COMMENTS:** None

3. **Announcements:**

There will be 3 events happening between now and the end of the month: Corvette Invasion, Volunteer Fair and Bastrop Homecoming and Rodeo

4. **Reports:**

4A: Main Street Manager Report: Rebecca reported her activity over the past month. She shared there are several festivals and events upcoming she plans to attend.

4B: Volunteer Committee: Will be attending the upcoming Volunteer Fair

4C: Business Retention Committee: they will plan to form a Welcome Wagon activity for new business in the district.

4D: Design Committee: No report

4E: Lost Pines Christmas Committee: Have a planning meeting coming up.

4F: Table on Main: received final report on the event

4G: Summer in the City Report

4H: New Board Members: We are working on contacting potential board members or volunteers

5. Presentations:

5A: Bastrop Quilt Show: The board had a presentation regarding a Quilt show coming to Bastrop in June 2020 that will be held at the Convention Center

5B: Presentation on Budget: There was no formal presentation. Changes from the most recent legislation have caused planning issues.

6: ITEMS FOR INDIVIDUAL CONSIDERATION:

6A: Approval of Main Street Bylaws. Motion by Shawn to approve followed by a 2nd from Candice.

6B: Approval of Main Street Board Duties and Expectations. Motion by Sandra to approve followed by a 2nd from Candice

6C: Approval of minutes from May and June Main Street meeting: Motion by Candice to approve followed by a 2nd from Shawn.

6. ADJOURNMENT: The meeting was adjourned at 7:00 p.m. without objection.

APPROVED:

ATTEST:

Insert name and title of signer

Insert name of person attesting

MINUTES OF BASTROP MAIN STREET ADVISORY BOARD
August 14, 2019

The Bastrop Main Street Advisory Board met in a Regular Meeting on Wednesday, August 14, 2019 at 5:30 p.m. at Bastrop City Hall located at 1311 Chestnut Street, Bastrop, Texas. Members present were Terry Moore, Jennifer Long and Candice McClendon. Also Main Street Program Director Rebecca Gleason was present.

1. **CALL TO ORDER:** At 5:44 p.m. and with quorum in attendance, Terry Moore called the meeting to order.

2. **CITIZEN COMMENTS:** None

3. **Announcements:**

There will be a Main Street reunion held jointly with DBA at Neighbors on August 29th from 6-8

4. **Reports:**

4A: Main Street Manager Report: Rebecca reported her activity over the past month. She attended several community meetings and is working on several projects.

4B: Volunteer Committee: The committee is evaluating the possibility of volunteer recruitment at a couple of upcoming events

4C: Business Retention Committee: The first Welcome Wagon visits will take place in the next couple of weeks.

4D: Design Committee: No report

4E: Lost Pines Christmas Committee: Have a planning meeting coming up.

4F: New Board Members: There have been 3 completed applications submitted

5. **Presentations:**

5A: Main Street Revenue Account: Only funds generated from events can be held for future projects. All other revenue streams have to be expended during the same

fiscal year they are received. The board discussed setting up an unrestricted fund balance account

5B: Presentation on Volunteer Appreciation Awards: The board discussed options on hosting a gathering to appreciate volunteers.

6: ITEMS FOR INDIVIDUAL CONSIDERATION: none

7: ADJOURNMENT: The meeting was adjourned at 6:56 p.m. without objection.

APPROVED:

ATTEST:

Insert name and title of signer

Insert name of person attesting

MINUTES OF BASTROP MAIN STREET ADVISORY BOARD
September 11, 2019

The Bastrop Main Street Advisory Board met in a Regular Meeting on Wednesday, September 11, 2019 at 5:30 p.m. at Bastrop City Hall located at 1311 Chestnut Street, Bastrop, Texas. Members present were Terry Moore, Jennifer Long and Candice McClendon. Also Main Street Program Director Rebecca Gleason was present.

1. **CALL TO ORDER:** At 5:37 p.m. and with quorum in attendance, Terry Moore called the meeting to order.

2. **CITIZEN COMMENTS:** None

3. **Announcements:**

3A: LPC Committee meeting moved to Sept 23rd,

3B: Business Retention Committee Meeting will be held the 3rd Tuesday of the month

3C: Volunteer Recruitment Committee Meeting will be held the 1st Tuesday of the month

3D: Revised Bylaws: The board needs to address verbiage regarding officer vacancy and elections

4. **Reports:**

4A: Main Street Manager Report: Rebecca reported her activity over the past month. She attended several community meetings and is working on several projects.

4B: Volunteer Committee: No report

4C: Business Retention Committee: Rebecca and Jennifer have made several Welcome Wagon visits. All went very good

4D: Design Committee: No report

4E: Lost Pines Christmas Committee: Meeting coming up. The board is responsible for the parade, Wassail fest and a open house in conjunction with the Home Tour.

4F: New Board Members: Steph Lewis, Terry Moore, Melinda Ortega, Nancy Wood, Rhonda Potter and Ed Skarnulis

5. Presentations:

5A: New Board Member Orientation: Will be held at the October board meeting

5B: Downtown Bastrop Business Listing: A request was made to have a business listed on the website that is outside of the district area. Board members decided to table any discussion to a future meeting

5C: First Committee Meetings: We need to give volunteers opportunity to do just a select task or fully participate in monthly meetings

5D: MSAB Workplans: plans need to be completed. They will serve as a communication tool for committees to board members

6: ITEMS FOR INDIVIDUAL CONSIDERATION:

6A: Unrestricted Main Street Fund: Candace made a motion to approve with a 2nd from Terry

7: ADJOURNMENT: The meeting was adjourned at 7:05 p.m. without objection.

APPROVED:

ATTEST:

Insert name and title of signer

Insert name of person attesting