

# Cape Charles Main Street, Inc.

Cape Charles Civic Center  
Regular Meeting  
September 24th  
6:00 P.M.

1. Call to Order; Roll Call
2. Moment of Silence / Pledge of Allegiance
3. Consent Agenda
  - \*A. Approval of Agenda Format
  - \*B. Approval of Minutes
4. Order of Business
  - A. Program Manager – Prioritization of Tasks and Duties
    - i. Regular Board Meeting 10/8 Reschedule (Andy Buchholz)
    - ii. Branding Final Logo & Tagline (Tammy Holloway)
    - iii. Additional Assessment Integration for Strategic Planning & Kyle Meyer Updates (Shelly Gorman)
    - iv. Heart & Soul (Shelly Gorman)
    - v. Economic & Market Statistics RFP (Shelly Gorman)
    - vi. Marketing Leverage Grant (Shelly)
    - vii. Rev-Up Attendance (Shelly)
  - B. Motion to go into Closed Session in accordance with Section 2.2-3711-A of the Code of Virginia 1950, as amended for the purpose of:

**Paragraph 3:** Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

**Specifically:** Potential Acquisition and/or Disposition of Real Property
  - C. Motion to Return To Open Session
  - D. Motion to certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Roll call vote.
  - E. Committee Reports
    - i. Organization (Bill Stramm & Donna Moyer)
      - a. CCMS Volunteer Handbook
      - b. Conflict of Interest/Board Contract
      - c. Updated Financial Deadlines for TOCC
      - d. Program Manager Job Description
    - ii. Design (Tammy Holloway & Mollie Pickron)
      - a. Strawberry Square
      - b. Parking
      - c. Administrative Volunteer
    - iii. Economic Vitality (Susan Eidam & Jeff Gray)
      - a. Downtown Assessment & Statistics/CCBA Speaking
      - b. Entrepreneurial Resource Assessment
    - iv. Promotion (Carol Evans & Patsy Harris)
      - a. CBL Speaker Event
      - b. Festive Fridays
      - c. Signature Event
      - d. Cape Charles By The Bay Updates
  5. Other Items for Future Consideration
  6. Announcements / Resources
  7. Next Meeting(s): October Board Meeting
  8. Motion to adjourn