

COMMUNITY ENHANCEMENT PROGRAM BOARD

Regular Meeting

Cape Charles Civic Center

January 22, 2018

6:00 p.m.

At 6:00 p.m., Chairman Andy Buchholz, having established a quorum, called to order the Regular Meeting of the Community Enhancement Program Board (CEB). In addition to Chairman Buchholz, present were Vice Chair Tammy Holloway, Secretary Elizabeth Dodd Russell and Board members Donna Moyer and Bill Stramm. Carol Evans, Mollie Pickron, John Caton, and David Gay were not in attendance. Also in attendance were two guests from the public.

A moment of silence was observed which was followed by the recitation of the Pledge of Allegiance.

CONSENT AGENDA – APPROVAL OF AGENDA FORMAT

Motion made by Tammy Holloway seconded by Donna Moyer, to approve the agenda format as presented. The motion was approved by unanimous vote.

CONSENT AGENDA – APPROVAL OF MINUTES

Tammy Holloway made a motion to approve the minutes and Bill Stramm seconded. Motion passed.

Unfinished Business

A. Program Manager Priorities:

- Shelly is working on – Introduced her to the counsel, setting up appointments with each board member, working on a couple of grants – next meeting update us. Management system checking into that, connecting with Kyle mid February, visit other Main Street communities, metrics needed for Mainstreet, Econ. Stats, orientation and meeting with town employees, set up all info needed with the town, met with Linda Buskey and Tammy –good meeting. Looking into the “shark tank grant”, read and listened to every meeting, Tammy is helping her with a press release about Shelly, coming to CCBA meeting about the small business guide. VATC Grant – Staci Martin, figuring out Cape Charles by the Bay, mission and vision documents for the board to look at and finalize.

B. Economic Development Conference – having to do with the Harbor. Port authority, harbor, E.D.

- Tammy got a large list of grants from the Dept. of Housing. Jan – Sept.

Committee reports:

1. Organization: Haven't heard anything about the affiliate grant yet. No one has heard yet.

a. Branding RFP: Brand is for the town. All the questions have been

answered.

b. We need a logo, we can figure out the different sizes later. Who is running the preconference meeting? Where will the answers be posted? Have a gotomeeting for the conference.

Vision statement: survey, stakeholders and previous meetings.

c. Town Council joint meeting: February 1st at 6pm

Why are we becoming a 501c3?

2. Economic Vitality: David is getting info and Shelly about Eco. Vitality

3. Promotion: Essentials Magazine – Eastern Shore Chamber of Commerce – hire someone to do an ad and design. Cape Charles by the Bay Split the cost with the Business Assoc. - \$780

Donna Moyer made a motion to split the cost with the CCBA for the ad space, plus split \$300 cap for the design of the ad. Tammy made a second and the motion passed.

Stakeholder Meeting:

- Bay Creek: Donna and Bill – Oral
- Real Estate: Linda Buskey
- Hotel owners and the Oyster Farm meet with the B&B owners.
- Tammy with have the realtors.
 - What is Main Street? – We are an affiliate
 - Kyle and Deborah Pocke will give us information about demographics.
 - Donna will edit and re email out.

Recorder Fun

Tammy Holloway made a motion to purchase a new recorder and Elizabeth Russell seconded. Motion passed.

FUTURE CONSIDERATION

Next agenda: What is the process? Maybe a business owner

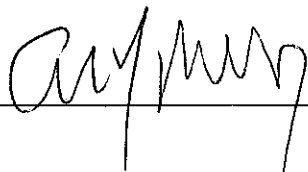
Update from Shelly on every agenda.

ANNOUNCEMENTS/ RESOURCES

- A. Joint Session – Feb. 1st at 6pm
- B. Next Meeting for CEB is February 12th

Motion made by Tammy Holloway, seconded by Elizabeth Russell, to adjourn the Community Enhancement Program Board Meeting. The motion was approved by unanimous vote.

The meeting adjourned at 7:03 p.m.



Chairman Andy Buchholz



Secretary, Elizabeth Russell