

AMSA BOARD OF TRUSTEES
SPECIAL MEETING AGENDA

NOV 17, 2022, 12:00PM-1:00PM

ARDMORE MAIN STREET AUTHORITY 101 W MAIN ST. ARDMORE, OK 73401

NOTICE: Official action can only be taken on items which appear on the agenda. The Board may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any item. When more information is needed to act on an item, the Board may refer the matter to the General Manager. The Board may also refer items to standing committees of Main Street. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely.

1. **CALL TO ORDER AND ROLL CALL** Sherri Snyder

2. **CONFIRMATION OF COMPLIANCE WITH OPEN MEETINGS ACT** Sherri Snyder
Posted Nov 15 , 2022, before 12:00 PM

3. **WHAT DO YOU KNOW ABOUT AMSA EVENTS CARD DRAW** 22-23 BOT

4. **SECRETARY'S REPORT** Julie Maher
**Consideration and possible action to approve the minutes from the special board meeting on Nov 2, 2022, and approval or rejection of any amendments proposed and considered by the Trustees attending the meeting.

5. **TREASURER'S REPORT** Cindy Huggins
**Consideration and possible action to accept the October 2022 Financial Report and approval or rejection of any amendments proposed and considered by the Trustees attending the meeting.

** Consideration and possible action to accept the 990 and Audit from Casey Russell CPA and approval or rejection of any amendments proposed and considered by the Trustees attending the meeting.

6. **COMMITTEE REPORTS AND RECOMMENDATIONS**
 - a. **Promotions Committee** Matthew Hoage

 - b. **Design Committee** Julie Maher

 - c. **Economic Vitality Committee** Carrie Phfrem

 - d. **Organization Committee** Sherri Snyder
** Consider and possible action to approve the language of the Administrative Assistant job description with additional duties in the areas of promotions and event planning and approval or rejection of any amendments proposed and considered by the Trustees attending the meeting.
Note: Legal Opinion for Hourly vs Salaried position to be available at December meeting

**Consideration and possible action to approve a courtesy rental policy for Depot Park contingent upon a group providing an insurance liability policy and \$100 service fee and approval or rejection of any amendments proposed and considered by the Trustees attending the meeting.

Question: Can the Organizational Committee if this policy is approved make the determination if a group should be allowed this courtesy or should it have to be brought before the full BOT

e. **Fundraising Committee**

Sherri Snyder

Car Raffle Tickets are Due into the AMSA Office before/on NOV 30

7. SANTA FE BUILDING UPGRADES/REPAIRS

Todd Yeager

Consent Agenda: All items listed 1-7 are considered to be routine by the AMSA Board of Trustees and will be enacted by one motion. There will be no separate discussion of these items unless a trustee or a citizen so requests, in which event the item will be removed from the consent status and considered in its normal sequence on the agenda and approval or rejection of any amendments proposed and considered. All items are to be paid for from the Special Projects Account

1. Consideration and possible action to approve the Santa Fe Depot Kitchen remodeling construction quote from Greg Grant at a cost of 12,372.51.
2. Consideration and possible action to approve the purchase of a two-compartment deep sink and faucets at an approx. cost of \$1400.
3. Consideration and possible action to approve the purchase of a commercial refrigerator at a cost not to exceed \$3000 / 3 Quotes Required.
4. Consideration and possible action to approve the purchase of a catering oven at an approx. cost of \$1700.
5. Consideration and possible action to approve the purchase of cabinets at a cost below \$2500.
6. Consideration and possible action to approve the purchase of wire shelving at a cost below \$2500.
7. Consideration and possible action to approve the purchase a countertop at a cost below \$2500.

8. GENERAL MANAGER REPORT/DISCUSSION

Allison Meredith

- Ponca City State Training
- Park to Park Fun Walk
- 3rd Thursday Shopping
- Halloween Trick or Treat / Touch the Truck
- Christmas Lights – Carriage Rides- Reindeer
- Window Contest
- Holly Jolly
- Parade of Lights
- Sign for Office
- Investors and Express Partners Returns
- **Volunteers Needed**

Kelly Bell

e. **ANNOUNCEMENTS**

Sherri

Snyder

9. NEW BUSINESS

Sherri Snyder

As defined by the Oklahoma Open Meeting Act 25 OK Statutes § 311 (A) (9) as “matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda”.

10. ADJOURN MEETING

Sherri Snyder