

AGENDA
Main Street Board of Directors Meeting
September 8, 2021 at 6PM
Municipal Court
700 Doug Davis Drive

Mission Statement: The mission of the Hapeville Main Street Program is to promote, facilitate, enhance, and encourage quality growth and development in Downtown Hapeville while preserving the City's historic character and supporting a vibrant arts district.

- I. Call to Order**
- II. Guest Welcome/Public Comments**
- III. Approval of Minutes**
- IV. Approval of Financial Statement**
- V. Old Business**
 - Project Reports/2021 Workplan
- VI. New Business**
 - Board Membership
- VII. Announcements**
- VIII. Next Meeting – Wednesday, October 13, 2021 – 6PM**
- IX. Adjourn – 7:30PM**

Hapeville Main Street Board of Directors Meeting
July 14, 2021 at 6:00PM

Present: Charlotte Rentz, Susan Bailey, Melanie Rabb, Ellen Free, David Burt, Lee Duke, Lorene Fey, and Bianca Howard (Staff)

Absent: Michael Gibbs and Derrick Booker

Guests: Hannah Palmer and Virginie Kippelen

Call to Order

- Charlotte Rentz called the meeting to order at 6:05PM and welcomed all Board members and guests.

Guest Welcome/Public Comments

- Charlotte Rentz welcomed the two guests and moved forward with the agenda. The two guests will present during the 2021 Workplan.

Approval of Minutes

- A motion was made by Susan Bailey to approve June 9, 2021, minutes. Lee Duke seconded and all approved.

Approval of Financial Statements

- A motion was made by David Burt and seconded by Lee Duke to approve the Financial Statement for the period ending June 30, 2021. All approved.

Old Business

- Project Reports/2020 Workplan –
 - Atlanta Celebrates Photography – Hannah Palmer talked about ACP (October 9th) and possible collaboration with a Gallery Crawl (October 9th) for Finding the Flint Initiatives. Hannah Palmer will share a spreadsheet with details to share with the Board.
 - Virginie K.'s "Lost at Sight" collection at Art Container
 - Oral Presentation by Hannah Palmer on Finding the Flint
 - Guided Finding the Flint Headwater Tour by Hannah Palmer
 - Gallery Crawl/ACP – David Burt informed the Board that Adam Crawford (Cateye Creative) sent a proposal of \$7500 for "Life's Beautiful Outdoors", featuring compelling images of nature and the environment. David Burt said he will work with Adam to modify the budget. The Board will do split marketing for ACP and the Gallery Crawl to bring in two different types of audiences for October 9th.
 - Free Art Box Signage – Melanie Rabb will resend an email about the signage for the free art boxes. The Board will follow up with feedback.
 - Free Art Friday/Saturday – date was set for September 25th.
 - The Board will have a called meeting on July 21st at 1PM to discuss Free Art Friday/Saturday details. Topic of discussion will include type of free art.

- Capitol Campaigns – T-Mobile has a quarterly grant opportunity that the Board will apply for within the coming months for an extended stage for the Gazebo, including electrical work needed for Jess Lucas Park's electrical outlets.

New Business

- None

Announcements

- None

Adjourn

- A motion was made by Ellen Free and seconded by Lee Duke to adjourn the meeting. Charlotte Rentz adjourned the meeting at 7:59PM.

Charlotte C. Rentz, President

Secretary

Called Hapeville Main Street Board of Directors Meeting
July 21, 2021 at 11:00AM
Corner Tavern

Present: (In-Person): Susan Bailey, David Burt, Lee Duke, Ellen Free, Lorene Fey, Melanie Rabb, and Bianca Howard (Staff)

Present: (Phone Call): Charlotte Rentz

Absent: Michael Gibbs and Derrick Booker

Call to Order

- Susan Bailey called the meeting to order at 11:11AM and welcomed all Board members and guests.

Guest Welcome/Public Comments

- None

Discussion of Free Art Friday/Saturday

- Event will be Saturday, September 25th from 5-9PM.
- Event will have 10 artists maximum that will have a booth to pass out free art. These artists will receive a stipend ranging from \$150-500, with the maximum allotted budget for artists to be \$3000.
- There will also be curated art to hang in the two art containers, with no cost to the artists, but artist will be able to sell those pieces. In case of rain, Academy Theatre will have booth space available.
- Music budget is set for \$600.
- David Burt and Bianca Howard will work on an artist agreement that will require artists to remove their work in a certain time, after which the city will no longer be held responsible for it.
- David Burt motioned to spend up to \$3800 on Hapeville Free Art event. Ellen Free seconded the motion and all approved.

Atlanta Celebrates Photography/Gallery Crawl Event

- A budget was made for an additional \$2000 for Virginie K.'s project; \$7500 for Cateye Creative (Adam Crawford's curation services); \$1500 for music.
- David Burt motioned for \$11,000 to be used for the dual October event. Lee Duke seconded the motion and all approved.
- After further discussion, an additional \$200 was approved for Virginie K.'s project, totaling \$2200 for the additional charges. This makes the total budget for the dual October event \$11,200. David Burt motioned to approve an additional \$200 for Virginie K.'s project. Ellen Free seconded the motion and all approved.

Announcements

- None

Adjourn

- A motion was made by Susan Bailey and seconded by Ellen Free to adjourn the meeting. Susan Bailey adjourned the meeting at 12:44PM.

Charlotte C. Rentz, President

Secretary

City of Hapeville
Statement of Revenues & Expenditures
 With Budget Comparisons
 Main Street Department
 First Month Ended July 31, 2021

Revenues:

MS Donations

Expenditures:

Professional

Festivals

Advertising

Printing & binding

Travel

Dues & fees

Education & training

Contract Labor

Supplies

Other supplies

Site improvements

Total Expenditures

	Current Month	1 Month Ended 31-Jul-21	Annual Budget	Over (Under)
	-	-	-	-
	2,050	2,050	20,000	17,950
	0	0	4,000	4,000
	857	857	1,000	143
	0	0	5,000	5,000
	0	0	600	600
	0	0	1,000	1,000
	0	0	3,300	3,300
	0	0	200	200
	0	0	300	300
	945	945	14,000	13,055
	0	0	0	0
	\$3,852	3,852	49,400	45,548

Transactions: 10

Festivals

Darwin Conort Musician - \$600
 Robert Shekell - Production Coord. - \$200
 Acting Services - Robert Raissle - \$250
 Acting Services - Anthony Urda - \$250
 Acting Services - Fiona Leonard - \$250
 Acting Services - Liam Irwin - \$250
 Directing Services - Robert Drake - \$250

Printing and Binding

Art Posters- Martino-White - \$374.72
 Yard Signs - Martino-White - \$482.40

Site Improvements

Chapman Banners - Downtown Decorations- \$945

100-GENERAL FUND		% OF YEAR COMPLETED: 08.33					
DEPARTMENT - MAIN STREET							
DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL SERVICES							
100-5-7550-511400 Vacation	0	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-511500 Sick	0	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-511600 Holiday	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL SERVICES	0	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTED SERVICES							
100-5-7550-521200 Professional	0	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-521300 LCI Grant Expenses	0	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-521309 Art Grant-Fulton Count	0	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-522000 Festivals	20,000	2,050.00	2,050.00	0.00	0.00	17,950.00	10.25
100-5-7550-522100 ARC - Sharing Our Stor	0	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-523200 Communications	0	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-523300 Advertising	4,000	0.00	0.00	0.00	0.00	4,000.00	0.00
100-5-7550-523400 Printing & Binding	1,000	857.12	857.12	0.00	0.00	142.88	85.71
100-5-7550-523500 Travel	5,000	0.00	0.00	0.00	0.00	5,000.00	0.00
100-5-7550-523600 Dues & Fees	600	0.00	0.00	0.00	0.00	600.00	0.00
100-5-7550-523700 Education & Training	1,000	0.00	0.00	0.00	0.00	1,000.00	0.00
100-5-7550-523850 Contract Labor	3,300	0.00	0.00	0.00	0.00	3,300.00	0.00
TOTAL CONTRACTED SERVICES	34,900	2,907.12	2,907.12	0.00	0.00	31,992.88	8.33
SUPPLIES & MINOR EQPT							
100-5-7550-531100 Supplies	200	0.00	0.00	0.00	0.00	200.00	0.00
100-5-7550-531400 Books & Periodicals	0	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-531600 Small Equipment<5000	0	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-531700 Other Supplies	300	0.00	0.00	0.00	0.00	300.00	0.00
TOTAL SUPPLIES & MINOR EQPT	500	0.00	0.00	0.00	0.00	500.00	0.00
CAPITAL OUTLAYS > \$5000							
100-5-7550-541200 Site Improvements	14,000	945.00	945.00	0.00	0.00	13,055.00	6.75
100-5-7550-542300 Furniture & Fixtures	0	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-542400 Computers	0	0.00	0.00	0.00	0.00	0.00	0.00
100-5-7550-542410 Technology	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAYS > \$5000	14,000	945.00	945.00	0.00	0.00	13,055.00	6.75
OTHER COSTS (NOC)							
100-5-7550-579000 Contingencies	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER COSTS (NOC)	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MAIN STREET		49,400	3,852.12	3,852.12	0.00	45,547.88	7.80

City of Hapeville
Statement of Revenues & Expenditures
 With Budget Comparisons
 Main Street Department
 Second Month Ended August 31, 2021

Revenues:

MS Donations

Expenditures:

Professional

Festivals

Advertising

Printing & binding

Travel

Dues & fees

Education & training

Contract Labor

Supplies

Other supplies

Site improvements

Total Expenditures

	Current Month	2 Month Ended 31-Aug-21	Annual Budget	Over (Under)
	-	-	-	-
	3,049	5,099	20,000	14,901
	0	0	4,000	4,000
	0	857	1,000	143
	0	0	5,000	5,000
	0	0	600	600
	0	0	1,000	1,000
	0	0	3,300	3,300
	0	0	200	200
	0	0	300	300
	0	945	14,000	13,055
	0	0	0	0
	\$3,049	6,901	49,400	42,499

Transactions: 4

Festivals

Actor's Costumes for Chapman Anniversary - \$149

ACP/Virginie Kippelen Invoice - \$2000

Free Art Friday Stickers - \$400

Free Art Friday Stained Glass Art - \$500

100-GENERAL FUND

DEPARTMENT - MAIN STREET

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PERSONNEL SERVICES						
100-5-7550-511400 Vacation	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-511500 Sick	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-511600 Holiday	0	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL SERVICES	0	0.00	0.00	0.00	0.00	0.00
CONTRACTED SERVICES						
100-5-7550-521200 Professional	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-521300 ICI Grant Expenses	0	0.00	0.00	0.00	0.00	0.00
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100-5-7550-522000 Festivals	20,000	3,049.00	5,099.00	0.00	14,901.00	25.50
100-5-7550-522100 ARC - Sharing Our Stor	0	0.00	0.00	0.00	0.00	0.00
100-5-7550-523200 Communications	0	0.00	0.00	0.00	0.00	0.00
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100-5-7550-523700 Education & Training	1,000	0.00	0.00	0.00	1,000.00	0.00
100-5-7550-523850 Contract Labor	3,300	0.00	0.00	0.00	3,300.00	0.00
TOTAL CONTRACTED SERVICES	34,900	3,049.00	5,956.12	0.00	28,943.88	17.07
SUPPLIES & MINOR EQPT						
100-5-7550-531100 Supplies	200	0.00	0.00	0.00	200.00	0.00
100-5-7550-531400 Books & Periodicals	0	0.00	0.00	0.00	0.00	0.00
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TOTAL SUPPLIES & MINOR EQPT	500	0.00	0.00	0.00	500.00	0.00
CAPITAL OUTLAYS > \$5000						
100-5-7550-541200 Site Improvements	14,000	0.00	945.00	0.00	13,055.00	6.75
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TOTAL CAPITAL OUTLAYS > \$5000	14,000	0.00	945.00	0.00	13,055.00	6.75
OTHER COSTS (NOC)						
100-5-7550-579000 Contingencies	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER COSTS (NOC)	0	0.00	0.00	0.00	0.00	0.00
TOTAL MAIN STREET	49,400	3,049.00	6,901.12	0.00	42,498.88	13.97

	A	B	C	D	E
1					Main Street Board Annual Work Plans FY2021-22 @ 20210731
2					
3			Brd App Budget	Spent @ 20210731	
4					
5					Board Administration & Training
6					e.g., Bus Cards, train, Memberships, Conferences
7					
8					Hapeville Arts District/Main Street
9					(1)Reevaluate Arts District/Main Street boundaries.(2)Rename Main Street Arts District ? (3) Hang metal signs on black decorative light poles with HAPEVILLE ARTS DISTRICT being the signage.
10					
11					Marketing & Signage
12					Guerilla Marketing continuation?
13					Lighted MS/Arts District/Light Up Hapeville
14					
15					Public Art
16					Free Art Boxes & Electrical Boxes
17					Displaced Butterflies To Be Reinstalled
18					
19					Local Business Support
20					Business Forums FY 2021-22; Business Spotlight Videos; & Assoc Health Ins Pgm ?
21					Chapman's 200th Anniv June 17, 2021
22					
23					Historic Preservation & Arts District Site/Venue Improvements
24					May 2022 Historic Preservation Month Project - Daycare Explosion Project?
25					Entrance Off Doug Davis Onto Atlanta ((1)"H" on top of column similar to H created by Stantec/weather vane or other type sculpture/other enhancement; (2) Paint electrical box next to column. Paint fencing around back of PD; (3) Paint Ga Power pillars; (4)Sculpture at corner of Atlanta & Doug Davis on PD corner & opposite corner by Wells Fargo.)
26					Jess Lucas Park ((1) Resurface outside bathrooms so it doesn't look so much like a block building; (2) Refresh Gazebo & build a thrust in front so there is an actual stage to accommodate all actors & musicians in full view of attendees. Small staging area in place is not adequate. Build grid for lights that will go across front of stage; (3) ORB lights placed throughout the park along with animal sculpture; (4) Light trees from below)
27					Depot ((1) Hire Landscape Designer/Architect to design low/no maintenance landscaping for front of building; (2) Roof end structure, providing shelter for performers on the stage.)
28					Christ Church (Artwork in front of church with possible fence setback.)
29					
30					Arts & Celebration Events
31					0921 - September 25, 2021 - Free Art Friday/Saturday
32					1021 - October 9, 2021 - Atlanta Celebrates Photography with Finding the Flint + Gallery Crawl
33					1121 - November 20,2021 - Maker's Market from 2-7 PM
34					0222 - February 2022 - Chinese New Year and/or Asian Celebration
35					0222 - February 2022 - Black History Month Celebration with Academy Theatre
36					SS22 - Spring/Summer 2022 - Gallery Crawls
37					
38					Others
39					Shipping Containers for Main Street Storage
40					Memorial Gardens
41					Building Plaques
42					

**Called Hapeville Main Street Board of Directors Meeting
July 21, 2021 at 11:00AM
Corner Tavern**

Present: (In-Person): Susan Bailey, David Burt, Lee Duke, Ellen Free, Lorene Fey, Melanie Rabb, and Bianca Howard (Staff)

Present: (Phone Call): Charlotte Rentz

Absent: Michael Gibbs and Derrick Booker

Call to Order

- Susan Bailey called the meeting to order at 11:11AM and welcomed all Board members and guests.

Guest Welcome/Public Comments

- None

Discussion of Free Art Friday/Saturday

- Event will be Saturday, September 25th from 5-9PM.
- Event will have 10 artists maximum that will have a booth to pass out free art. These artists will receive a stipend ranging from \$150-500, with the maximum allotted budget for artists to be \$3000.
- There will also be curated art to hang in the two art containers, with no cost to the artists, but artist will be able to sell those pieces. In case of rain, Academy Theatre will have booth space available.
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Atlanta Celebrates Photography/Gallery Crawl Event

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- After further discussion, an additional \$200 was approved for Virginie K.'s project, totaling \$2200 for the additional charges. This makes the total budget for the dual October event \$11,200. David Burt motioned to approve an additional \$200 for Virginie K.'s project. Ellen Free seconded the motion and all approved.

Announcements

- None