

Community Building Development Team

Board of Directors Minutes

Date: Monday – August 18, 2014

Time: 7:30 a.m.

Location: Cedar Springs Tool Engineering

Members Present: Kurt Mabie, Tom Mabie, Betty Truesdale, Carolee Cole, Sue Wolfe, Dale Larson

Members Absent:

- I. Called to Order at 7:40
- II. Agenda Development and Acceptance: Moved by Wolfe, seconded by Truesdale to approve agenda with additions. Approved
- III. Approval of July 8 meeting minutes: Moved by Larson, seconded by Wolfe to approve minutes. Approved
- IV. Board Membership Discussion
 - A. Moved by Cole, seconded by Larson to change our bylaws, Article IV, 4.01, to allow for, “not more than 9 directors.” Approved.
 - B. Moved by Larson, seconded by Wolfe to approve, Tom Holloway, Sally Howland and Nick Andres as members of the Board of Directors.
- V. Treasurer’s Report: Attached
 - A. The rest of the money for the Fire Barn Fund has been deposited bringing the balance to \$130,000.
 - B. The letter from the IRS approving our 501c3 designation has been received!
 - C. \$487.50 was paid to Stacy Niedzwiecki for website development. This is the first half of two payments to get the website up and running.
 - D. Current balance in the Building Fund account is \$485,284.26. Current balance in the Cash Account is \$714.70.
- VI. Johnson Property:
 - A. There is very little contamination and the land is approved for building.
 - B. The property is being purchased by CS Manufacturing and the North part of the property is being donated to the CBDT.
 - C. As soon as the property is purchased we will ask the city to give the easement that was Maple Street, but used as the entrance to the Johnson property, to the CBDT to be incorporated into the parcel.
 - D. Kurt will talk to Brad Johnson regarding getting the property cleared of all Johnson owned materials sometime before Red Flannel Day, 2014.
 - E. There is a rumore that the two houses on Main Street North of the new Library site are for sale. Kurt will look into it.
- VII. North Country Trail
 - A. Need to assign a person or two to participate with NCT on the OLR for our area.
 1. Suggestion to engage Tom Noreen.
 2. Team members will be asked at the August 19 meeting if there is anyone else interested or perhaps one of our new board members, to serve on that committee.

VIII. Library

- A. K Mabie is hoping we can have the library building site prepared by Red Flannel Day.
- B. The Library Board has selected an architect.
- C. CBDT hopes to use the same architect as the library board hired.

IX. Design Committee:

- A. Meeting this Wednesday, August 19, 10:30 a.m. at Hilltop
- B. The agenda is further development of the master site plan with a focus on whether more property will be necessary to execute the site plan.
- C. If the Design Committee determines more property is needed, we will pursue purchase of the Coxon property and will begin research of possible purchase of additional properties.
- D. Wolfe talked to Sonya regarding participating with the team to design the exterior of the buildings. Sonya was thrilled to be asked and is happy to participate. She will be asked to the meeting on Wednesday.
- E. Would like to get a master site plan ready for Red Flannel Day.

X. Amphitheater update:

- A. Tom Holloway will be working on this and will report tomorrow night at the Team Meeting.
- B. It is unlikely it can be ready for Red Flannel Day.
- C. Suggestion to use a temporary stage or some other props to make it possible to use the space like an amphitheater for Red Flannel Day.

XI. Site Plan: Being addressed by the Design Team.

XII. DDA/Trout Unlimited Update:

- A. The rain garden and stream buffer next to CS Tool Engineering looks great!
- B. Nichol DeMol, from Trout Unlimited was thrilled with the experience. She felt so supported by everyone.
- C. Trout Unlimited will be doing a Rain Barrel presentation on September 24 at 6:30 in the Kent theatre.
- D. K Mabie will request a Site Plan for Rain Gardens throughout the City of Cedar Springs from Perry Hopkins and Nichol DeMol so it can be included in an information display for Red Flannel Day.
 - 1. We would like to encourage that the rain garden to be placed near the fountain on the Maple Street property, in preparation for the building of the new Library, be completed before Red Flannel Day, 2014.
 - 2. We would also like to encourage the soon development of a plan and possible implementation of a board walk along Cedar Creek.

XIII. City Council Update: City Council seems to be more and more supportive and excited about the community building and other projects being pursued.

XIV. Time Line Development – To be discussed at the Team Meeting

XV. Mission / Vision / Goals / Strategies / Lists of Things to Do

- A. Our goals and strategies are partially compiled. They need to be formalized and approved for fund raising purposes.
- B. Lexie Coxon had agreed to help us write documents and create materials that will help us raise funds.
- C. We will ask Lexie to look over what we've got so far and let us know what more we might need to discuss and codify to be ready to move forward with grant requests, etc.

- D. It was moved by Larson, second by T Mabie to approve the following Mission and Vision Statements.

MISSION:

The Community Building Development Team (CBDT) exists to construct buildings and spaces where the greater Cedar Springs community can gather for cultural, educational, recreational, commercial and family/community events.

VISION:

The Vision of the Community Building Development Team (CBDT) is to retain the small-town character of Cedar Springs, incorporate natural features, link neighborhoods and people, enhance characteristics that already define our community and make it easy for families, youth, senior citizens, organizations, and all community members to gather, celebrate and serve each other.

XVI. Website Update:

- A. Stacey Niedzwiecki with Creative Solutions has started the development of the site
- B. We are still looking for someone to keep it updated.
- C. Cole will ask Stacey if she has a recommendation of anyone who can keep it updated for us.
- D. A request for help or suggestion for someone who could help, will be presented at the Team Meeting tomorrow night.

XVII. Thank You's –

- A. K Mabie would like post cards/thank you notes made developed.
- B. Motion by Larson, second by T Mabie to spend the money to purchase Thank You notes.
- C. Truesdale will research costs and bring back a recommendation.
- D. Wolfe will design the Thank You notes.

XVIII. Unity Service Presence:

- A. Wolfe will design marketing pieces that can be distributed.
- B. A request for people to staff the booth and distribute the marketing materials will be presented at the Team Meeting tomorrow night.

XIX. Red Flannel Day Presence.

- A. A request for help with design and possible staff support of an Information Station at Red Flannel Day will be presented at tomorrow night's Team Meeting
- B. Would potentially include a Site Plan and Artistic Renditions of what we are thinking about.
- C. Could invite the Library and Brewery to participate with us.
- D. Suggesting maybe a large glass covered presentation board be placed at the corner of Maple and Main.

XX. Naming of Area:

- A. A presentation to the City Council will be planned for the September City Council Meeting and the topic of naming the area after the Holton's will be suggested.
- B. The idea will continue to be suggested at appropriate times to various community groups.

XXI. Fire Barn: It was the consensus of the Board that we temporarily table this concern knowing that the City and Fire Department are, and will be concerning themselves with the issue.

XXII. Holtons: Larson continues to stay in communication as it is pertinent.

XXIII. Grants and Fundraising – Need to get strategies, etc. in place to move forward. See above.

XXIV. Agenda Development for August 19 meeting – See August 19, Team Meeting Agenda.

Meeting Adjourned: 9:45 a.m.