



**Monticello Downtown
Development Authority**

139 W. Washington St.
Monticello, GA 31064

Meeting Minutes – 12/14/2020

Board Meeting – 12/14/2020

CALL TO ORDER

Meeting was called to order at 5:02 PM by Wendall Yoder

ROLL CALL

Attendees Present:

Wendall Yoder
Judy Hunsucker
Michele Celani
Gail Harrell
Towonder Dennis
Virginia Spalter (present via phone call)
Dayana Barragan

Absent:

Amanda Edge

Approval of Minutes

- Director Harrell made a motion to add Virginia Spalter as Absent and to change the Administrative Report given by Director Harrell and not Executive Director Celani
- Vice Chair Hunsucker seconded it
- Unanimous approval vote

Approval of Agenda

- Director Harrell made a motion to approve the agenda for the 12/14/2020 meeting
- Vice Chair Hunsucker seconded it
- Unanimous approval vote

Citizens Comments / Guest Speaker

- Wanda Cummings gave a report on The Shoppes of Monticello

Administrative Committee

- Chair Yoder gave a proposal for new procedures and guidelines for meetings
- Vice Chair Hunsucker made a motion to accept the proposed new meeting procedures and rules for the board
- Director Harrell seconded it
- Unanimous approval vote
- Director Spalter made a motion to change the by-laws to state that meetings begin at 5PM
- Director Dennis seconded it
- Unanimous approval vote
- Vice Chair Hunsucker made a motion to strike the work session meeting from the by-laws
- Director Dennis seconded it
- Unanimous approval vote

Treasurer's Report

- Vice Chair Hunsucker gave the Treasurer's Report
- Vice Chair Hunsucker made a motion to have Tricia Armistead run the bank accounts for the Downtown Development Authority of Monticello and The Shoppes of Monticello for the cost of \$1,250.00 per year per bank account managed
- Director Barragan seconded it
- Unanimous approval vote

Director's Report

- Executive Director Celani gave an updated director's report
- Chair Yoder made a motion to add a Working Budget line item to the agenda
- Unanimous approval vote

- Vice Chair made a motion to give the Promotions and Design Committees each a \$100/month operating budget
- Director Harrell seconded it
- Unanimous approval vote

- Vice Chair Hunsucker made a motion to open a Stamps.com account for the board
- Director Spalter seconded it
- Unanimous approval vote

- Vice Chair Hunsucker made a motion to have a \$500/mo budget and a \$50/mo petty cash budget for the Executive Director as a discretionary spending fund
- Director Barragan seconded it
- Unanimous approval vote

- Vice Chair Hunsucker made a motion to approve a \$175 gift expense
- Director Dennis seconded it
- Unanimous approval vote

- Director Harrell made a motion to table the discussion of the Shoppes of Monticello operating budget until next meeting when Wanda Cummings can give a proposed budget
- Director Spalter seconded it
- Unanimous approval vote

- Vice Chair Hunsucker made a motion to give the Shoppes of Monticello a \$50/mo petty cash fund
- Director Dennis seconded it
- Unanimous approval vote

Executive Session

- Director Harrell made a motion to go into executive session
- Vice Chair Hunsucker seconded it
- Unanimous approval vote

- Executive Session began at 6:07 PM

- Gail Harrell made a motion to end the executive session
- Director Dennis seconded it
- Unanimous approval vote

- Executive session ended at 6:55 PM

The Shoppes of Monticello

- Vice Chair Hunsucker left the meeting
- Director Harrell made a motion to change the hours of The Shoppes of Monticello to Tuesday-Wednesday 10AM-5PM, Thursday 10AM-8PM, and Friday-Saturday 10AM-5PM
- Director Barragan seconded it
- Unanimous approval vote
- Director Dennis made a motion to have The Shoppes of Monticello join the Chamber of Commerce
- Director Spalter seconded it
- Unanimous approval vote
- Director Dennis made a motion for the manager of The Shoppes of Monticello to report directly to the DDA Chair
- Director Barragan seconded it
- Unanimous approval vote

END OF MEETING

- Director Spalter made a motion to adjourn the meeting
- Director Dennis seconded it
- Unanimous approval vote
- Meeting was adjourned at 7:00 PM