

Acworth Downtown Development Authority  
Regular Board Meeting  
December 20, 2011 @ 6:00 p.m.  
Acworth City Hall – CR-1

Members Present:

Jonathan Braden, Chairman	Kenny Parrot	Dr. Richard Rosenberger
Kim Wigington, Vice Chair	David Arnold	Suzi Riedling, Treasurer

Others Present: Amanda Sutter Marian Williams

Absent: Mary Harris Jade Maulding Darlene Knight

I. Call to Order: Chairman Braden called the meeting to order at 6:00 p.m. and noted that a quorum was present.

II. Invocation: Chairman Braden opened the meeting with prayer.

III. Public Comments: None

IV. Approval of November Meeting Minutes: Ms. Wigington made a motion to approve the November minutes as presented. Ms. Riedling seconded the motion and it carried unanimously.

V. Presentation of Financial Report: Ms. Sutter reported on the expenditures for the Dickens of a Christmas Ya'll event which were \$150 for costumes, games, and decorations, Tourism paid \$700 for flyers and \$160 from DDA Checking for signage, \$230 towards food for volunteers for a total of \$1,240. DDA had requested approximately \$1,500 from the Mayor and Board of Aldermen when budgeting for fiscal year 2012 but were given \$300. Ms. Sutter stated that collaboratively with the DDA checking account funds and Tourism's support, the event budget totaled just under the original budget request. This information can be used for budgeting fiscal year 2012's events. Ms. Sutter stated that this was the only expenditures for the month of November. Chairman Braden requested that staff provide what has been budgeted for the remainder of the year and what has actually been spent for the board's review and discussion at the January meeting.

VI. New Business

A. Memorandum of Understanding with the Georgia Main Street Program – Ms. Sutter stated that last year the National Main Street Center began requiring the Georgia Main Street Program to obtain a Memorandum of Understanding with all nationally designated Main Street Cities. The MOU Standards have remained the same as those in place for the last seven years. Staff reported that this is simply a formality required at the national level. Staff has enclosed the MOU for board members to review as it provides the standards upon which our Main Street Program should operate. Staff is requesting approval from the board to authorize the DDA Chair to sign the Memorandum of Understanding with the Georgia Main

Street Program. A motion was made by Mr. Arnold to approve the authorization for the DDA Chair to sign the Memorandum of Understanding with the Georgia Main Street Program. Ms. Riedling seconded the motion and it carried unanimously.

B. Board Member Term Expirations – Ms. Sutter reported that on January 31, 2012, term appointments for board members Darlene Knight and Jade Maulding expire. Ms. Knight notified staff that after many years of service she does not wish to be reappointed to the board. This will create a vacancy that needs to be filled the first of the year. Ms. Maulding has requested to be reappointed by the Mayor and Board of Aldermen for another five year term. Staff has spoken with the Mayor and City Manager concerning possible candidates interested in this vacancy. Staff will contact these individuals after the holidays to discuss their interest and availability for this position. Staff stated that she will be glad to take any recommendations for this vacancy to the Mayor and Board of Aldermen for their consideration.

## VII. Committee Reports

A. Economic Development/Organization – Chairman Braden stated that he has been unable to meet with this committee and stated he would be out of the country for the next scheduled meeting. Chairman Braden suggested rescheduling their meeting. Mr. Arnold stated that the Economic Development/Organization committee could use additional committee members. Staff stated that the committee assignments would be revisited in February after officers are elected and hopefully a new board member fills Mrs. Knight's position. Chairman Braden stated that the committee has completed the goals they set which included re-establishing the web page, and hosting three training seminars. Chairman Braden stated he feels that it is time for this committee to establish their goals for 2012.

B. Design/Promotions – Dickens of a Christmas Y'all – The board discussed their desire to thank all the volunteers and organizations that participated with this event. Ms. Riedling stated that she had sent thank you notes but would like to see the volunteers recognized at a future meeting with the Mayor and Board of Aldermen. Ms. Sutter requested that the committee give her the names of the persons/organizations they wish to recognize. Ms. Sutter reported on the merchants comments for Dickens of a Christmas Ya'll event and the impact it had on their business. Ms. Riedling shared a copy of her summary of both pros and cons of the Dickens of a Christmas Ya'll event with the board. Following a lengthy discussion, the board decided to make several changes but to continue this event. Chairman Braden commended the Design/Promotions committee for all their hard work and the success of the first year for Dickens of a Christmas Ya'll.

VIII. Board Member Comments – Mr. Parrot inquired if anyone on the board is interested in the editing of the web site as presented in his Word Press workshop.

Mr. Arnold shared with the board that he is leaving Georgia Tech at the end of January and has accepted a position with Kennesaw State University effective February 1<sup>st</sup> as Assistant Vice President for Strategic Communications.

X. Staff Report: - Ms. Sutter thanked the board for their hard work and dedication to complete their goals and events as planned.

XII. Announcements:

- Dec. 22<sup>nd</sup> - HPC Meeting at 6:00pm – CANCELED
- Dec. 23<sup>rd</sup> & 26<sup>th</sup> – City Offices Closed
- Jan. 2<sup>nd</sup> – City Offices Closed
- Jan. 12<sup>th</sup> – Tourism Meeting at 6:00pm
- Jan. 16<sup>th</sup> – City Offices Closed in Observance of MLK Day
- Jan. 17<sup>th</sup> – DDA Meeting at 6:00pm
- Jan. 26<sup>th</sup> – Mayor’s State of the City Presentation

IV. Adjournment: Chairman Braden adjourned the meeting at 7:25 p.m.

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Acworth Downtown Development Authority Chairman