
Board Members PresentBrad Merrifield
Laura Candell
Lindsay Menas
Donna Blood
Brenda Giannis**Excused**Joel Dugan
Lewis Boyce
Sharon Swearingen
Nancy Securo
Andrea Fleming**MSF Staff Present**Tim Liebrecht
Dan Swiger**I. Meeting called to order**

- Brad Merrifield called the meeting to order at 4:30 PM, Tuesday, February 23..

II. Review of January 25 board of director meeting minutes

- Laura Candell motioned to approve the minutes of the Main Street Fairmont (MSF) January 25 minutes board of directors meeting.
- Donna Blood seconded the motion to approve the minutes as written.
- The January 25 minutes were approved by unanimous vote.

III. Executive Director's Report

- IRS: Tim Liebrecht informed the board that MSF had submitted a request to the IRS to forgive the fines associated with the late filing of the 2018 990.
- 2021 Corporate Sponsorships: Tim reviewed the collateral material created to ask for support from larger corporate sponsors. Laura Candell suggested that the list be distributed to the board to avoid duplication caused by board members reaching out to their contacts.
- 2021 Calendar of events: is being developed to coordinate activities with Palatine Park/County Commission. Our goal is to create an entire day of activities that would bring people downtown.
- Productive Meetings: Tim reported that he had several productive meetings with officials to strengthen relationships and improve communication. The individuals included Linda Longstreth, Kris Cinalli, Valarie Means, and Shea Straight. During the city officials meeting, the city indicated that they would be willing to assist as needed during beautification days and expressed interest in learning more about how MSF and the city could work together to improve our joint marketing efforts.
- WV Main Street: MSF has submitted our self-evaluation and will request an in-person debrief with state director Jennifer Brennan. During this meeting, Tim will ask for advice on how MSF committees may be restructured to fit the community's needs and our program.
- Discover the Friendly City: Campaign has launched, a series of business spotlights will be created bi-weekly, posted on the MSF website, and distributed through social media.
- Light pole banners: Tim announced that 66 banners have been printed and distributed to the city for installation.
- Main Street Grant: the application for an 8,500 grant from Main Street America was approved by the Executive Committee and has now been submitted.

IV. Treasurer's Report

The normal treasurer's report was omitted so that Steve Williams from Tetrick and Bartlett could present the board with the results of their review and recommendations. Steve also provided the board with a copy of the 2019-20 941.

Results of the review:

- Revealed no accounting or clerical errors.
- Provided information necessary to approach the assessor to ask that property taxes on the Citizens building be refunded
- Steve indicated that the changes we have made to our accounting processes had resolved several inefficiencies.
- Steve included three recommendations for improvement, some of which may not be possible due to the MSF staff's size. These recommendations include:
 - Provide additional layers of approval for completing transactions
 - Create and document a formal budget that can be compared to expenditures.
 - Modify the process for the treasurer's review of the monthly finances to include an unaltered bank statement

MSF Staff will implement as many of these changes as possible considering the limited staff size.

V. Old Business

- Brenda Giannis made a motion to excuse Revel Williams from all Board meetings for the duration of his night classes
 - Laura Candell seconded the motion
 - Motion approved by unanimous vote

VI. New Business

- Lindsay Menas motioned to approve the Auditor's review of our financial statements and the 2018-19 990 and approve Steve Williams to submit the same to the IRS.
 - Donna Blood seconded the motion.
 - A unanimous vote of the board of directors approved the motion.
- Tim Liebrecht presented Michael Garcia's resume to the board for consideration. After discussion
 - Laura Candell made a motion to approve Michael Garcia's addition to the Main Street Fairmont Board of directors.
 - Sharon Swearingen seconded the motion.
 - The motion was approved by a unanimous vote of the board of directors.

VII. Adjournment

With no further business to come before the board. Laura Candell made a motion to adjourn the meeting. The motion was seconded by [Lindsay Menas](#) and approved by a unanimous vote of the board of directors.