



Board Members Present

Brad Merrifield
James Kane
Laura Candell
Lindsay Menas*
Sharon Swearingen

Nancy Securro
Donna Blood*
Brenda Giannis*
Andrea Fleming*

Excused

Joel Dugan
Revel Williams

MSF Staff Present

Tim Liebrecht
Dan Swiger

- I. **Meeting called to order** at 4:30 PM by President K. Brad Merrifield.

- II. **Review of the revised October and the November board minutes**
 - A. Motion by Brenda Giannis to approve minutes as printed with a simple edit to the November minutes to add Sharon Swearingen as an attendee.
 - B. Motion seconded by Donna Blood.
 - C. Minutes approved by unanimous vote of the board.

- III. **Executive Director's Report** - Tim Liebrecht
 - A. Tim updated the board on the work that has been accomplished in organizing and modernizing the MSF office.
 - B. Due to increased staff, Tim has contacted Wesbanco to ask about moving into a larger vacant office suite on the 5th floor.
 - C. Steve Williams at Tetrick & Bartlett continues to work on the review of our financial records and assisting with organization of our files in Quickbooks. We anticipate Steve's review will be complete by the next board meeting. Once complete, Steve will report his findings and recommendations to the board.
 - D. 2020 Feast of the Seven Fishes received national attention with the addition of the televised cooking school and the online store. We look forward to further enlarging the feast in 2021.

- IV. **Treasurer's Report** - Laura reviewed the 12/31 month-end report with the board and financial recap of the Feast of the Seven Fishes - copies of each attached.
 - A. Motion to accept the report as presented was made by James Kane and seconded by Donna Blood.
 - B. Motion approved by unanimous vote of the board.

- V. **Old Business** - None.

VI. New Business

- A. Board Resignation. Brad Merrifield informed the board that Dan Swiger resigned from the board, effective 12/31/2020.
- B. Brad Merrifield entertained a motion to approve the hiring of Dan Swiger as the part-time Program Manager for Main Street Fairmont effective 1/1/2021.
- So moved by Brenda Giannis and seconded by Donna Blood.
 - Motion approved by unanimous vote of the board.
- C. Brad Merrifield notified the board that Lewis Boyce had applied to become a member of the Main Street Fairmont Board of Directors. The board reviewed Mr. Boyce's resume and noted the positive impact Mr. Boyce provided when he was a previous board member.
- Motion to accept Mr. Boyce as a member of the Main Street Fairmont Board made by Nancy Securro and seconded by Sharon Swearingen.
 - Motion approved by unanimous vote of the board.
- D. Dan Swiger suggested that the Board Member Agreement be modified to reflect current policies and the updated Main Street Bylaws. Copy attached.
- Motion to accept the changes as proposed was made by Laura Candell and seconded by Andrea Fleming.
 - The motion was approved by unanimous vote of the board.
- E. In light of the election of new officers of the Main Street Board and the addition of the Program Manager to the Main Street Fairmont staff, it was noted that the signatories on MSF banking accounts would need to be changed.
- Brenda Giannis proposed that the outgoing President and Treasurer (Revel Williams) be removed from all Main Street Fairmont banking accounts and the incoming President, Brad Merrifield, Treasurer, Laura Candell and Program Manager, Dan Swiger be granted signatory rights to all accounts including those at Wesbanco, BB&T and First Exchange Bank.
 - Motion was made by Laura Candell and Seconded by Sharon Swearingen.
 - Motion was approved by a unanimous vote of the board.
- F. A suggested revision to §6.06 of the Main Street Bylaws was suggested by Brenda Giannis. A copy of the suggested change is attached. Laura Candell suggested that the procedure of the MSF Board meeting be altered to include voting to excuse board members who are not present.



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- Motion to revise bylaws and include change to the board process to vote on excusal of absent board members was made by Brenda Giannis and seconded by Donna Blood.
 - Motion approved by unanimous vote of the board.

G. Lindsay Menas brought to the board's attention that certain board members had standing commitments that would preclude their attendance at the regularly scheduled board meeting on the 4th Monday of each month at 4:30 PM. A survey of board members present indicated that moving the meeting to the 4th Tuesday of each month at 4:30 PM would be acceptable if the CVB conference room is available.

- Motion was made by Lindsay Menas and seconded by Laura Candell to move the monthly MSF Board meeting to the 4th Tuesday of each month at 4:30 pm if the facility is available.
- The motion was approved by unanimous vote of the board.

VI. Adjournment With no further business to discuss, the meeting was adjourned by Brad Merrifield at 5:25 PM.

The Next regular meeting of the Main Street Fairmont Board of directors will be held on Tuesday, February 23, 2021 at the Marion County Visitors Bureau at 4:30 PM.