



Executive Committee Meeting

January 25, 2023, 8:30 AM
151 Martin Street, Birmingham, MI
City Hall Conference Rooms 202 & 203

Committee Members: Amy Pohlod, Chair; Richard Astrein, Tom Markus, Michael McKenzie, Bill Roberts, Doug Fehan

Staff: Cristina Sheppard-Decius, Executive Director; Erika Bassett, PR Specialist

AGENDA

1. Welcome and Attendance
2. Approval of Minutes: **January 3, 2023**
3. Public Comment
4. Updates:
 - a) Special Events Committee
 - b) Marketing and Advertising Committee
 - c) Capital Improvements and Maintenance Committee
 - d) Business Development Committee
5. New Business
 - a) Bylaws
 - b) Committee Recruitment
 - c) National Main Street Conference - 1 attendee free registration - Feb. 6 deadline
 - d) Michigan Downtown Association Advocacy Day & Workshop
 - e) Website Hosting, Maintenance Renewal & Additional Updates
6. Board Anticipated Action Items
 - a) Summer Floral Planters - New Contract
 - b) Business Anniversary Recognition Program & Contract
 - c) 2023 Event Budgets
 - d) Payables Process (Early Release of Contracted Expenses, Under \$2500 and Credit Card Monthly Payments)
7. Old Business

Upcoming Meetings/Events

- Restaurant Meeting - January 24, 2023, at 3 p.m.
- BSD Board Meeting –February 2, 2023, at 8:30 a.m.
- Strategic Planning Meeting - February 6, 2023, 8:30 - 11:30 a.m.
- Maintenance & Capital Improvements Committee – February 14, 2023, at 8:30 a.m.
- Special Events Committee – February 10, 2023, at 8:30 a.m.
- Marketing & Advertising Committee – February 16, 2023, at 8:30 a.m.
- Business Development Committee – February 28, 2023, at 8:30 a.m.
- Executive Committee – **NEED TO RESCHEDULE FOR FEBRUARY**, at 8:30 a.m.