

Executive Committee Meeting Minutes
Birmingham City Hall, 151 Martin Street, Conference Rooms 202 & 203
July 24, 2024, at 8:30 a.m.

In Attendance: A. Pohlod, R. Astrein, Z. Kay, D. Fehan, J. Ecker, M. McKenzie
Absent: None
Staff: E. Bassett

Pohlod called the meeting to order at 8:36 a.m.

Approval of Minutes: Motion by Fehan, seconded by Ecker, to approve the minutes dated May 29, 2024. All ayes. Motion passed.

Public Comment: None

Board Anticipated Action Items & Presentations

1. **Snow Removal Contract**
The committee recommends the Board approve a one-year extension of the current snow removal contract with Nick's Maintenance.
2. **Appointment of Business Development Committee Chair and Vice Chair**
Motion by Pohlod to recommend the appointment of Jeff Hockman as Business Development Committee Chair and the current Chair or Vice Chair appointed as Vice Chair.

Updates

- **PR/Marketing Specialist:** Bassett reported that the new PR/Marketing Specialist, Madeline Gibbs, started the week of July 22.
- **CRM/Website Hosting:** The committee discussed postponing a new CRM system and moving forward with exploring website developers. Bassett to meet with developers and present to the Marketing Committee (targeting September).
- **Vacant Board Position:** The committee discussed the vacant Board position and future vacancies.
- **Business Anniversary Event:** The committee recommends the recognition of business anniversaries (25 years+) in a group format annually or semi-annually at Board meetings at 9:00 a.m. It was suggested that August is typically a good option, though this year we will target September or October.
- **Bureau Detroit Videos:** Bassett reported that Bureau will complete its b-roll and event shooting after Day On The Town on July 27, and that video first drafts will be sent to the BSD in August.

Meeting was adjourned at 9:53 a.m.

NEXT MEETING: Wednesday, August 28, 2024, at 8:30 a.m.