



Thayer Street District Management Authority
Board of Directors Meeting
Tuesday, March 2, 2020

Meeting was held via Zoom.us

<https://zoom.us/j/96585521585?pwd=LzYxOGxJRGJHeFlOWDRUaEF2R211Zz09>

MEETING MINUTES

The Thayer Street District Management Authority (TSDMA) board meeting was called to order at 9:04AM.

1. Roll Call

Directors: Paul Griesinger, Chair; Joe Mardo; John Luipold; Albert Dahlberg; Lauren Berk; Jason Sweeney; Joe Thibodeau; Richard Dulgarian; Alexis Kievning; and Donna Personeus, Executive Director.

Ex officio: Ed Bishop

Guests: Audrey McClelland; Chris Marsella; Megan Lewis; Glenn Baskin

2. Social Media Report from Audrey McClelland

Ms. McClelland presented her social media monthly report to the Board. Highlights of her report included an influencer event at Spectrum-India, future influencer activation, and the planning of a fourth social media training session via Zoom for Thayer businesses in March 2021 (date to be determined). She noted that the Instagram platform is currently providing the best reach and level of engagement with the public. Ms. Personeus noted that each of the training sessions has been recorded and posted to the TSDMA YouTube page for Thayer businesses to refer back to or watch at their convenience.

3. Discussion and Vote to Approve the Minutes from February 2, 2021

Minutes from the February 2, 2021 meeting, presented by Ms. Personeus, were approved with a minor edit after a motion by Mr. Mardo, which was seconded by Mr. Luipold. The vote was unanimous.

4. Discussion and Vote to Approve the Financial Reports as provided on March 2, 2021

Financial Reports were presented March 2, 2021 by Ms. Personeus and were approved after a motion by Mr. Griesinger, which was seconded by Mr. Luipold. The vote was unanimous.

5. Chairman Report

Mr. Griesinger asked Ms. McClelland to explore how the TSDMA can achieve more value from her social media program, and report back to the Board with suggestions. He stated that he would like to find a way to bring the Thayer businesses into the program.

Mr. Griesinger informed the Board that an email was received on February 23, 2021 from an attorney questioning the finalization of the TSDMA back in 2009. The email was sent to the TSDMA's attorney for review. Mr.

Griesinger will update the Board as the situation progresses.

6. Executive Director Report

Ms. Personeus, as requested, emailed Ms. McClelland's extension contract to the members of the Board for an online vote. The proposal for a six-month renewal was approved. The vote was unanimous.

Ms. Personeus asked the Board to start to consider the future of the parklet that is currently in storage. It would require between \$3,000 and \$4,000 of structural improvements in order to re-install on Thayer Street. Board members discussed looking at other options, possible rentals or new purchase. Ms. Personeus was asked to research and report back to the Board.

Ms. Personeus emailed her Executive Director report on March 2, 2021 to each Board member.

7. Audit Review, Discussion, & Vote to Accept

Ms. Personeus presented the FY 2016, FY 2017, FY 2018, FY 2019 combined audit to the TSDMA Board for discussion. Ms. Personeus suggested a few administrative segregation of duties procedural changes based upon the recommendations from the auditor. The Board agreed that she should implement those changes. Ms. Berk volunteered to retrieve and review the mail from the TSDMA post office mail box, and then pass the mail to Ms. Personeus for implementation. Ms. Personeus stated that accounts payable checks will begin to be printed once again by our bookkeeper in April, due to COVID restrictions being loosened. The Board was pleased with the audit, and the directors commented that it was a good report. A motion was made by Mr. Luipold to accept the audit report as presented, which was seconded by Ms. Berk. The vote was unanimous. Ms. Personeus stated she was going to put the next bi-annual audit for FY 2020 and FY 2021 out to bid so she would have the cost for the FY 2022 budget.

8. Big Belly Repair Service Charges

Ms. Personeus informed the Board that video of the damage to the Big Belly solar trash unit on Waterman and Thayer had been located. She will be pursuing reimbursement of the \$3,000 damages from the City of Providence or RIPTA. Ms. Kievning was asked to provide Ms. Personeus the correct person to seek reimbursement.

9. Holiday Lighting City of Providence Meeting Update

Ms. Personeus informed the Board that she would be meeting with City representatives to discuss the Thayer Street FY 2022 Holiday Light installation and beyond on March 10. Board members expressed an interest in keeping the display that was installed in 2020 going forward, and also expressed an interest to expand the display. Ms. Personeus was asked to research lighting display companies that have worked with the City and National Grid successfully in the past.

10. Updates from 235 Meeting Street Development

Ms. Personeus presented follow up answers to the questions, submitted by the TSDMA Board, provided by the 235 Meeting Street architect, Mr McPhee, to the Board. Mr. Griesinger stated that he would reach out to the property owner to discuss the exterior materials in detail and report back to the Board.

11. Thayer Street Infrastructure Plan Update

Mr. Dahlberg stated there was no update to report at this time.

12. Thayer Street Business Update

Ms. Berk updated the Board on the status of retail on Thayer Street. She stated that each week was still a struggle due to covid restrictions, but she was happy to have the students back. Mr. Griesinger asked the TSDMA

Marketing Committee to meet to discuss ways the TSDMA could support the business with marketing efforts. Ms. Personeus said she would coordinate a meeting.

13. Other Business

Mr. Griesinger reported that Tribos Peri Peri at 183 Angell Street will be opening in April. He asked Ms. Personeus to reach the owner and welcome him to Thayer. Mr. Griesinger reported that he had heard a cafe will be going into the 257 Thayer space.

Ms. Personeus informed the Board on the increased frequency of the Big Belly being emptied had doubled since last month.

There being no further business, the meeting was adjourned at 10:11 AM.

Via email 2.18.2021

TSDMA VOTE: Audrey McClelland contract extension

There is a motion by Paul Griesinger to approve the attached contract extension for Audrey McClelland, that has been seconded by Jason Sweeney.

Please vote: (refer to email)

YES to approve

NO to deny

Online vote: The vote was unanimous.

Yes - 9 (Griesinger, Luipold, Dahlberg, Mardo, Berk, Sweeney, Dulgarian, Thibodeau, Kievning)

No - 0