



# Stevens Point Alliance Meeting Minutes

**Date:** March 14, 2018

**Time:** 6:15 p.m.- 8:00 p.m.

**Location:** Graffiti's Sports Pub

## Overview

- **Mission Statement**-The mission of the Stevens Point Alliance, Inc. is to promote tourism and events in the Downtown Stevens Point area to benefit the community. In addition, we may present a unified voice to our local and State government officials based on our downtown organization's community goals.
- **Monthly meetings**- *Although all are welcome, Board Members are expected to attend. If you are a board member unable to make a meeting please communicate that to the secretary, or officer.*
- **Event Planning**- *Committee Chairs for each event organize the necessary meetings for the success of each event. They then are expected to share updates or request budget items to the board members at monthly meetings.*
- **Email Lists**- *We have setup communication channels for different levels of community engagement via mailing lists, they are an essential part of the communication strategy. In addition please share information as you talk with others.*

## 1. Becoming a Member

- i. Go to [downtownstevenspoint.org](http://downtownstevenspoint.org) to become a member and pay online.
- ii. \$50.00 for businesses and \$10.00 for nonprofits to vote on the following items
  - i. Board of Directors
  - ii. Event Dates

## 2. Recap of Last Year

- i. Our legal name registered with the State and Federal Government is the Stevens Point Alliance, Inc. dba. Downtown Point
- ii. Application for being a 501c6 is submitted to Federal Government
- iii. New bank account at Chase Bank
- iv. Bylaws dated February 14, 2018, see **Addendum 4- By-Laws** per requirements for official organization.
- v. We are moving forward on summer dock for boating in Pfiffner there is a Crowdspire campaign, and we're at \$9k to date.

## 3. Mayor Wiza updates

- i. Things the city is talking about:
  - i. Parklet program - Main Street Park - take a parking spot and turn it into something else...Trevor Roark proposing doing this season-long (snow to snow) Would take approx 12 spots of parking for the whole summer.
    - We need feedback.

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- Currently creating official rules for this.
- There would be a fee for a business owner to have the parklet outside their business (undetermined at this time \$100 at the most?)
- ii. Parklet Program (Talk amongst businesses)
  - Margaret - Girls in Pearls: does not approve/shows concern
  - The city would decide where it would go ultimately.
  - We would need to officially submit our opinion to the Mayor's office
  - The whole point of these would be to bring people downtown, and most people come here via waling anyway.
  - **Each business would need to give their consent to allow the parklet there.**
  - **Request a Q&A**
  - **Can we start with fewer spots?**
  - Could we get the town to lower the number of parking spaces?
  - Has been used successfully in other MAJOR cities
- iii. Grant programs: TIF6
  - Facade improvement grant - should be money available to assist owners to improve any side of a building that is public-facing
  - Currently in the taking-input phase--available online at city website
- iv. Parking ordinance change
  - To hourly parking
  - Restricting to anywhere on the block- Would need to move your car to a different block at the end of the time-restricted parking.
  - On-street overnight parking (would need to pay online to do so)
- v. Brownsfield? Needs committee, then will start process?

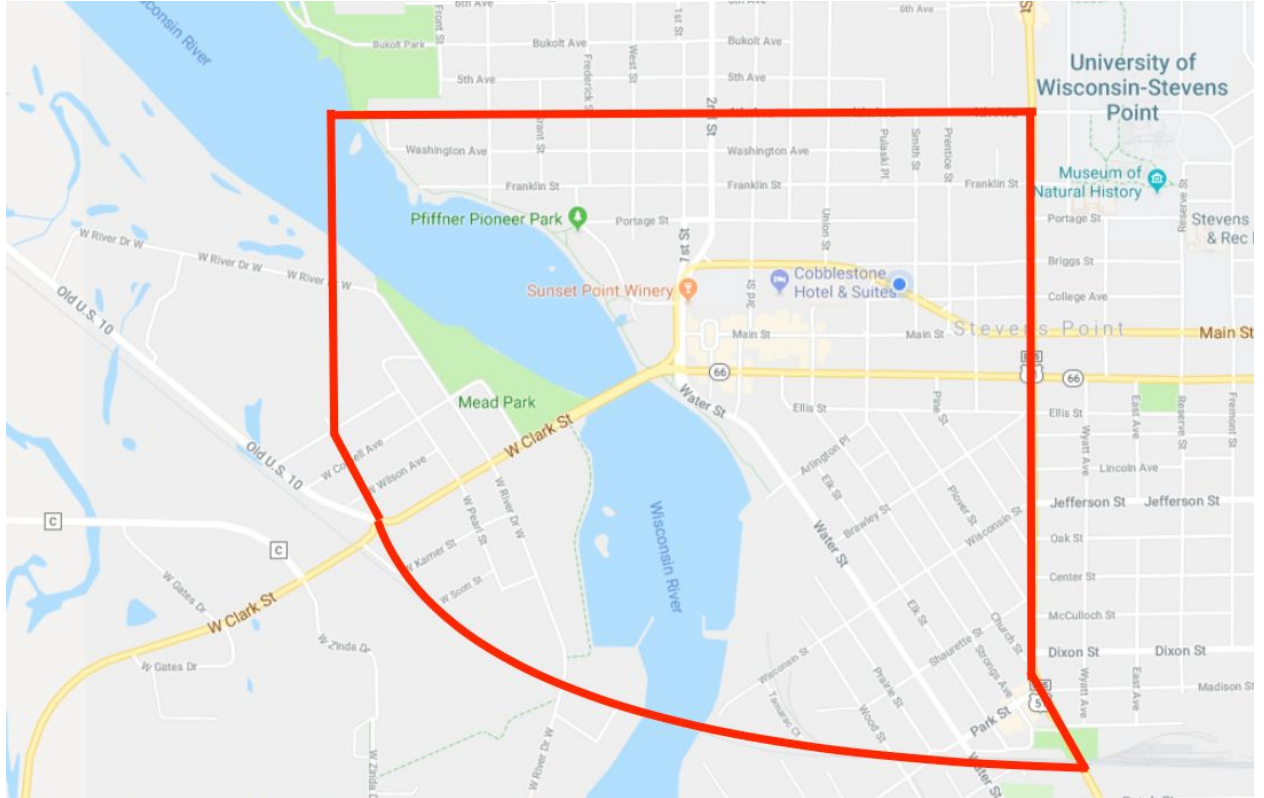
### **4. Board of Directors Election**

- i. Doug Van Berkel (Diversi-Tea)
- ii. Nicole Stroik (Joe's Bar)
- iii. Kathy Johnson (Sunset Point Winery)
- iv. Sam Stein (Penguin Properties, LLC)
- v. Jennifer Gausmann (Blue Bead Trading Company, LLC)
- vi. Casey Barton (Wildcard Federal, LLC)
- vii. Troy Hojnacki (Graffiti's Sports Pub)
- viii. Talin Senner (Wildcard Corp.)
- ix. Tara Manzke (Bria Bella & Co.)
- x. Dan Sivek (Q Artists Cooperative)

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## 5. Downtown District Map for Voting Rights



## 6. Event dates and times

- i. Egg Hunt
  - i. Monday 3/26- Friday 3/30 All Day
  - ii. Get coupons to Tara at Bria Bella, we need to stuff 140 and have 12 eggs large enough for gift cards.
  - iii. 75 eggs for kids to be given to winners that happen to be with kids
  - iv. Tara will go record Muzzy advertising
  
- ii. Beer Crawl (TBD)
  - i. Saturday 4/21/2018 2:00pm-7:00pm
  
- iii. Brat Fest
  - i. Saturday 6/9/2018 \_\_\_\_\_
  - ii. Saturday 6/23/2018 \_\_\_\_\_
  
- iv. 4th of July Parade
  - i. Wednesday 7/4/2018 11:00am-12:00pm
  
- v. Discover Downtown/Chalk Fest
  - i. Saturday 7/21/2018 10:00am-4:00pm

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- vi. Corn on the Curb
  - i. Saturday 8/4/2018 4:00pm-11:00pm
- vii. Wine Walk
  - i. Friday 8/17/2018 3:30pm-9:00pm
  - ii. 20 different locations signed up to distribute wine
  - iii. Wine Walk meeting 21st at 8am @ Diversi-Tea
- viii. Sidewalk Sales w/ Art in the Park
  - i. Saturday 9/15/2018 10:00am-4:00p
- ix. Trick-or-Treating w/ Halloween Hoedown
  - i. Saturday 10/27/2018 TBD Closer to Event
- x. Holiday Parade
  - i. Friday 11/16/2018 6:00pm-7:00pm
- xi. Shop Small Saturday
  - i. Saturday 11/24/2018 All Day
- xii. Holiday Giveaway
  - i. Saturday 12/22/2018 Start Mon Nov. 26th
- xiii. Canned Goods War (TBD)
  - i. After Holidays
- xiv. Ice/Snow Sculpting
  - i. 2/??/2019

## 7. Events Overview

### i. Call for Volunteers

#### Event Committee Chair needed for each event, to act as point person

- i. Egg Hunt Kathy Johnson
  - Egg Stuffers \_\_\_\_\_
- ii. Beer Crawl (Late April) Troy Hojnacki
  - Volunteers???
- iii. Brat Fest (Early June) Troy Hojnacki
  - Volunteers???
- iv. **4th of July Parade**
  - Parade Marshal \_\_\_\_\_
  - Check-in \_\_\_\_\_
  - Barrel Set Up and Take Down \_\_\_\_\_
  - Volunteers???

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- |       |  |                         |
|-------|--|-------------------------|
| v.    | <b>Discover Downtown/Chalk Fest</b>  | _____                   |
|       | • Volunteers???  |                         |
| vi.   | Wine Walk  | Doug Van Berkel         |
|       | • PR Team  | Chris from Galaxy       |
|       | • Registration on Event Day  | Quyen from Assembly     |
|       | • Staffing for Registration  | Chris from Galaxy       |
|       |  | _____                   |
|       | • Liquor Licenses & Bartenders   | Troy from Graffitis     |
|       | <i>a. Business Owners can have their own people receive a liquor license but will have to be after July 1 just let us know</i> |                         |
|       | • Set up & Tear Down   | _____                   |
|       | • Wine Acquisition   | Kathy from Sunset Point |
|       | • Graphics/Printing  | Wildcard                |
|       | • Troubleshooting Event Day  | Kathy from Sunset Point |
|       | • Wine Glass Sponsor   | _____                   |
|       | • Other Volunteers???  |                         |
| vii.  | <b>Sidewalk Sales w/ Art in the Park</b>   | _____                   |
|       | • Advertising Lead   |                         |
|       | • Volunteers???  |                         |
| viii. | <b>Trick-or-Treating</b>   | _____                   |
|       | • Advertising Lead   |                         |
|       | • Volunteers???  |                         |
| ix.   | <b>Holiday Parade</b>  | _____                   |
|       | • Parade Marshal   | _____                   |
|       | • Check-in   | _____                   |
|       | • Barrel Set Up and Take Down  | _____                   |
|       | • Volunteers???  |                         |
| x.    | Shop Small Saturday  | Doug Van Berkel         |
|       | • Volunteers???  |                         |
| xi.   | <b>Holiday Giveaway</b>  | _____                   |
|       | • Basket Collection Location   | _____                   |
|       | • Volunteers???  |                         |
| xii.  | Canned Good War  | Nicole Stroik           |
|       | • Volunteers???  |                         |
| xiii. | Ice/Snow Sculpting   | Kathy Johnson           |
|       | • Volunteers???  |                         |

### **8. Closing**

- i. Board of Directors Annual Meeting to follow this Membership Meeting and choose, elect officers.

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## **Board of Directors Meeting Minutes**

- I. Officers
  - A. President: Talin Senner
  - B. Vice President: Troy
  - C. Secretary: Sam Stein
  - D. Treasurer: Casey Barton
- II. Get content to be provided by businesses who want to be promoted.
  - A. Stricter guidelines on which content needed.
  - B. Creating Instagram with [info@downtownstevenspoint.com](mailto:info@downtownstevenspoint.com)
  - C. Define hashtags to use
  - D. Keeping logo
- III. Voting on sponsorship of Children's Easter Egg hunt, March 31st. Sponsorship is \$500. Sponsors would be advertised 7-9 during morning show at the radio.
  - A. Voted Yes.
- IV. Addendum 1
  - A. Concerns with budgets?
    1. 501c6 status could help us with getting sponsorships for event prior to the event occurring.
    2. We would need an outline of what services would be charged as what.
  - B. Event discussion
    1. Ice Sculpting?
      - a) Need larger budget for wooden boxes, packing snow.
      - b) Reach out to Create Portage County?
    2. Brat Fest
      - a) 23 June \$300 for Piffner building.
      - b) Paperwork for alcohol.
    3. Beer Crawl is put on hold until 2019.
    4. Should we require members to volunteer at an event over the course of the year? Offer lower fee for people who commit to volunteer time to those events?
    5. Wine Walk
      - a) Games at Wine Walk, we should be able to charge for streetside games (like bottle toss) without issue.
    6. New Memberships
      - a) New members get a certificate, welcoming folder, SPA logo on front.
      - b) Troy makes a motion to make Sam Stein Membership Director.
        - (1) Possibility to make there be a benefit for recruiting members to the SPA.

## **Addendum 1: Event Budgets**

1. Beer Crawl
  - a. Beer \$4,000.00
  - b. Advertising (Signage and Facebook) \$300
  - c. Servers \$1,000
  - d. License \$200
  - e. Tent, Tables, etc. \$1,500
2. Brat Fest
  - a. Advertising Budget
    - i. Facebook \$150
    - ii. Radio \$400
    - iii. Printing/Signs \$600
  - b. Entertainment Budget \$4,000
    - i. Children's Activities \$600
  - c. Labor
    - i. Volunteer groups
  - d. Food/Beverage \$2,300
  - e. MISC
    - i. Tents, Tables, etc. \$2,100
    - ii. Insurance & Police \$1,050
3. July 4th Parade
  - a. Advertising Budget
    - i. Facebook \$100.00
4. Discover Downtown/Chalk Fest
  - a. Advertising Budget
    - i. Utilize July 4th traded spots
    - ii. Facebook \$100.00
    - iii. Printed Publication \$500.00
    - iv. Yard Signs \$200.00
  - b. Entertainment Budget
    - i. Bouncy House \$600.00
    - ii. Magician or Clown \$200.00
    - iii. Entertainment Volunteers
  - c. Chalk Supplies \$100
5. Wine Walk
  - a. Wine \$4,000.00
  - b. Advertising (Signage and Facebook) \$300.00
  - c. Servers \$1,000.00
  - d. License \$200.00
  - e. Tent, Tables, etc. \$1,500
6. Sidewalk Sales
  - a. Advertising \$100.00
7. Trick-or-Treating
  - a. Advertising \$100.00
8. Holiday Parade

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- a. Advertising Budget
  - i. Traded entries for Radio station for Free advertising for Downtown Shopping for XMAS
  - ii. Facebook Ads- \$50.00
- 9. Shop Small Saturday
  - a. Advertising \$1100.00
- 10. Holiday Giveaway
  - a. Basket \$20.00
  - b. Advertising \$100.00
- 11. Canned Goods War
  - a. Advertising \$500.00
- 12. Ice/Snow Sculpting
  - a. Advertising \$100.00

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**Addendum 2: Pricing Sheet**

<b><u>Professional Service</u></b>	<b><u>Notes</u></b>	<b><u>Price</u></b>	<b><u>Redo Of Base Design Price</u></b>
Passport Layout	10 pages + \$150 per additional page	\$600.00	\$300.00
Poster Tabloid Size		\$800.00	\$400.00
5x7" card	handouts or pamphlets around this size	\$500.00	\$250.00
Business Cards		\$300.00	\$150.00
Parade Coordination	Take registrations and answer calls and other misc parade coordination	\$1,000.00	
Parade Day Worker	Work day of parade in various capacities	\$100.00	
Event Coordinator	Event coordinator/ committee chair of events	\$500.00	
5.5x8 Wine Walk Flier & Wine Selection Flier		\$260.00	
5.5x8 Shop Small Flier		\$270.00	

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**Addendum 3: Event Revenues**

<b>Event Title</b>	<b>Event Type</b>	<b>Participants</b>	<b>Total Income</b>
July 4th Parade 2015 (Saturday, 4th)	Parade	72	\$2,263.00
Independence Day Parade 2016 (Sunday, 3rd)	Parade	59	\$2,417.50
Holiday Parade 2016 - Gumdrops and Gingerbread	Parade	64	\$2,342.50
4th of July Parade 2017 (Tuesday, 4th)	Parade	49	\$1,095.00
Holiday Parade 2017 - March of the Toys	Parade	71	\$2,825.00
Wine Walk 2017	Wine Walk	300	\$9,634.05

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## Addendum 4 - ByLaws

### BY-LAWS OF Stevens Point Alliance, Inc.

#### 1. Name

- 1.1. This organization is incorporated under the laws of the State of Wisconsin and shall be known as the Stevens Point Alliance, Inc. The Alliance shall use "Downtown Point" as part of its marketing.

#### 2. Definition of By-Laws

- 2.1. These By-Laws constitute the code of rules adopted by the Stevens Point Alliance, Inc., for the regulation and management of its affairs.

#### 3. Mission Statement

- 3.1. **The mission of the Stevens Point Alliance, Inc. is to promote tourism and events in the Downtown Stevens Point area to benefit the community. In addition, we may present a unified voice to our local and State government officials based on our downtown organization's community goals.**

#### 4. Purpose and Powers

- 4.1. The purpose of the Alliance is to coordinate tourism, development, events, and marketing efforts that promote the downtown district of the City of Stevens Point (hereafter called the "Downtown District").
- 4.2. The Downtown District shall be determined by the Board of Directors.
- 4.3. The objectives of the Alliance are to combine the resources of the individual businesses and organizations in a strong, visible, and unified development and marketing program to attract and retain customers, businesses, and support services in the Downtown District.
- 4.4. The Alliance will coordinate activities and issues that specifically impact the Downtown District community.
- 4.5. Where there is consensus among a majority of the Alliance members present that a policy, action or law of any level of government adversely impacts the community of the membership, the Alliance shall take appropriate action.
- 4.6. Where there is consensus among a majority of the Alliance members present that an event, advertising, marketing, or general business of the Alliance requires action, the Alliance shall take appropriate action.
- 4.7. The Alliance shall participate in Community, Local, Regional, or other private and public committees directly impacting the community.

#### 5. Membership

- 5.1. Alliance Membership
  - 5.1.1. General

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- 5.1.1.1. Any person representing a business, organization, community alliance, or educational institution who desires to help the Downtown District flourish and shares the mission of the Alliance may apply for membership. The applicant shall become a member upon approval by the officers and payment of dues.
- 5.1.2. Types of Memberships.
  - 5.1.2.1. The Alliance shall include four types of memberships: Business Voting, Non-Profit Voting, Business Non-Voting, and Non-Profit Non-Voting.
- 5.1.3. Requirements for Memberships
  - 5.1.3.1. Business Voting Membership requires that the individual or business owner represents a business in the Downtown District. This membership shall be entitled to vote on each matter submitted to a general vote of the members. Each member may vote in person or by proxy.
  - 5.1.3.2. Non-Profit Voting Membership requires that the individual represents a non-profit in the Downtown District. This membership shall be entitled to vote on each matter submitted to a general vote of the members. Each member may vote in person or by proxy.
  - 5.1.3.3. Business Non-Voting Membership requires that the individual represents a business that is outside of the Downtown District. This membership will receive full benefits of the Alliance, including marketing efforts, and will participate in events as well as attend the meetings, but shall have no voting rights.
  - 5.1.3.4. Non-Profit Non-Voting Membership requires that the individual represents a non-profit that is outside of the Downtown District. This membership will receive full benefits of the Alliance, including marketing efforts, and will participate in events as well as attend the meetings, but shall have no voting rights.
- 5.1.4. Dues.
  - 5.1.4.1. Annual dues for each membership shall be decided by the majority of the members present and voting at the annual meeting of the Alliance.
  - 5.1.4.2. Any membership purchased six (6) months after the annual meeting of the Alliance will be prorated to 50% of the cost of the previously-decided annual dues.
- 5.1.5. Annual Meeting.
  - 5.1.5.1. The annual meeting of the Alliance shall be held each year during the month of March. At such time, the date and place may be designated by the President of the Alliance for the purpose of electing the board of directors and transacting such other business as may properly come before the meeting. The time, date and place of the holding of the annual meeting shall be designated in the notice of the meeting.
  - 5.1.5.2. Conduct of Meetings.
    - 5.1.5.2.1. The President, and in his or her absence, the Vice President, shall call the meeting of the members to order and shall act as Chairperson of the meeting. The Secretary shall act as

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secretary of the meeting, and in his or her absence the Chairperson may appoint another person to act as secretary of the meeting.

### 5.1.5.3. Notice.

5.1.5.3.1. Every annual or special meeting, must be preceded by written notice to members by personal delivery, sent by mail, sent by facsimile transmission, by Alliance-controlled website posting or sent electronically by email to the membership at the applicable address shown by the records of the Alliance at least five (5) days prior to the meeting. The attendance of a member, whether in person or by proxy, at any meeting shall constitute a waiver of notice of such meeting.

### 5.1.5.4. Procedure.

5.1.5.4.1. The principles of Robert's Rules of Order, in the current revised edition, shall be enforced and reasonably followed at the meetings of the Alliance. The Chairperson shall have sole authority and discretion to suspend this procedure. Membership may take action on all agenda items at the annual meeting. Action on any non-agenda items will be tabled and placed on the agenda for the next applicable membership meeting. Chairperson shall have sole discretion to table or add items to the official Agenda at any time, taking into account time considerations.

### 5.1.6. Resignation.

5.1.6.1. Any member may resign as a member of the Alliance at any time and for any reason. A resigning member shall not be entitled to a refund of any portion of their prepaid membership dues.

### 5.1.7. Removal of Member.

5.1.7.1. A member may be expelled from membership in the Alliance by the membership at any annual, regular, or special meeting by the affirmative votes of at least sixty (60) percent of the total number of members (60% of the total, not simply those present in person or by proxy). A member may be expelled from membership if they do not actively support the mission of the Alliance or use the Alliance solely for their own personal gain. Provided, a member may not be expelled on grounds and for reasons which violate federal, state, or local discrimination laws or ordinances.

## **5.2. Board of Directors**

### 5.2.1. Duties

5.2.1.1. The duties of the Board of Directors shall be as follows:

5.2.1.1.1. The active members declared elected to the Board of Directors in accordance with these By-Laws shall take office for the ensuing year effective January 1. At the regular meeting in December, said Board of Directors shall hold their annual meeting at which time and on recommendation from

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the Nominating Committee (the Executive Committee may fulfill this function) they shall elect one of their members to serve as President, one as Vice-President, one as Secretary and one as Treasurer.

5.2.1.1.2. While it is not currently contemplated that the Alliance will require the need of full time staff, the Board shall have the authority, if so desired, to do so and to employ the services of other professional service providers (i.e. Administrative support, Event Planners, Accountant, Lawyer, Lobbyist, etc.) if so desired.

5.2.1.1.3. The Board of Directors shall set the annual budget and dues, if necessary, as provided herein. They shall approve the following:

5.2.1.1.3.1. Filling of all vacancies on the Board and Committees,

5.2.1.1.3.2. Adopt rules and regulations for conducting the business of the Alliance,

5.2.1.1.3.3. Submit in writing at least annually to the members the minutes of the Alliance Board meetings and finances of the Alliance,

5.2.1.1.3.4. Members of the Board of Directors who have three (3) consecutive absences or a total of five (5) absences in the last twelve (12) month period, from meetings of the Board, may have their office declared vacant, and the vacancies so resulting shall be filled as provided herein.

5.2.1.1.3.5. Any Board member may be removed at any time with cause by a majority vote of the Board of Directors.

### 5.2.2. General Powers.

5.2.2.1. The affairs of the Alliance shall be managed by its Board of Directors, the number of which shall not be less than seven (7) and not more than nineteen (19) persons. To be eligible to serve on the Board of Directors a person must be a member, an owner, or employee of a member.

### 5.2.3. Election of Directors.

5.2.3.1. An election to fill vacancies on the Board of Directors shall be elected each year by the membership at the annual meeting. The Directors shall hold office for a term of one (1) year, and a Director may be elected to succeed himself or herself. A candidate for the board must be present at a meeting designated for elections to be elected to the position.

### 5.2.4. Meetings

#### 5.2.4.1. Annual Meeting.

5.2.4.1.1. The annual meeting of the directors shall be held each year following the membership annual meeting at such time, date, and place as may be designated in the notice of meeting.

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- 5.2.4.1.2. At the annual meeting the Directors shall elect officers and may transact such other business as may properly come before the meeting.
- 5.2.4.2. Regular, Electronic or Special Meetings.
  - 5.2.4.2.1. Regular and special meetings of the Board of Directors may be called by or at the request of the President or any two (2) Directors. The purpose, time, date, and place of the special meetings of the Directors shall be determined by the person or persons calling such meeting, and shall be designated in the notice of the meeting.
- 5.2.4.3. Quorum.
  - 5.2.4.3.1. A quorum will be 3 of the 4 directors, inclusive of the President or Vice President for transaction of business at any meeting of the Board.
- 5.2.4.4. Notice.
  - 5.2.4.4.1. Every annual or special meeting must be preceded by written notice to the Board of Directors by personal delivery, sent by mail, sent by facsimile transmission, or sent electronically by email to the Directors at the applicable address shown by the records of the Alliance at least five (5) days prior to the meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting.
- 5.2.5. Conflict of Interest.
  - 5.2.5.1. Directors shall manage and conduct prudently the affairs of the Alliance. It is therefore necessary that they avoid situations involving a conflict of interest of any situation which may give rise to an appearance of conflict or impropriety e.g. no Board Position shall be filled by a business owner that is also in public office, and should recuse themselves from voting with general membership. Directors are expected to disclose any conflict or anticipated conflict of interest. Conflict of interest issues that have a financial impact on the Alliance should be voted on by the members.
- 5.2.6. Termination of Office/Resignation.
  - 5.2.6.1. A Director may be removed from office by the affirmative vote of a majority of the members present at a meeting of members called for that purpose. A person may resign a Board Member Directorship at any time.
- 5.2.7. Officers**
  - 5.2.7.1. Designation.
    - 5.2.7.1.1. The officers of the Alliance shall be a President, a Vice President, a Secretary, and a Treasurer.
  - 5.2.7.2. Election of Officers/Term of Office.
    - 5.2.7.2.1. The officers of the Alliance shall be elected each year by the Board of Directors at the annual meeting. Each officer shall hold office from the close of the annual meeting for a term of one (1) year or until a qualified successor is elected. A

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vacancy in any office may be filled by the Board of Directors. A candidate must be present at a meeting designated for officer elections to be elected to the position.

### 5.2.7.3. President.

5.2.7.3.1. The President is the principal officer of the Alliance. He or she presides at all meetings of the Alliance and shall, in general, supervise and control all of the business and affairs of the Alliance.

### 5.2.7.4. Vice President.

5.2.7.4.1. The Vice President shall act in the absence of the President, performing all duties that would normally be performed by the President.

### 5.2.7.5. Secretary.

5.2.7.5.1. The Secretary shall be responsible for recording minutes of all meetings, and shall maintain all Alliance records.

### 5.2.7.6. Treasurer.

5.2.7.6.1. The Treasurer shall be the principal accounting and financial officer of the Alliance. The Treasurer shall be responsible for the maintenance of adequate books of account for the Alliance and shall have charge and custody of all Alliance funds. The Treasurer shall present financial reports to the Board of Directors and the membership at each monthly meeting.

### 5.2.7.7. Conflict of interest.

5.2.7.7.1. Officers shall manage and conduct prudently the affairs of the Alliance. It is therefore necessary that they avoid situations involving a conflict of interest of any situation which may give rise to an appearance of conflict or impropriety. Officers are expected to disclose any conflict or anticipated conflict of interest. Conflict of interest issues that have a financial impact on the Alliance should be voted on by the Board of Directors.

## **6. Committees**

6.1. The Alliance may establish standing or ad hoc committees that serve its purposes, goals, and objectives. These committees may be created for specific projects and purposes with a specific time duration. The Board of Directors shall establish each committee, and the President shall appoint the Chairperson of each committee. These committees may include members and community volunteers.

## **7. Books and Records**

7.1. The Alliance shall keep current and complete books and records of accounts and shall also keep minutes of the proceedings of its Members, Board of Directors, and Committees.

7.2. Inspection Rights.

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- 7.2.1. All books and records of the Alliance may be inspected by any member, director, or his or her agent or attorney for any purpose at any reasonable time.

### **8. Fiscal Year and Finances**

- 8.1. Fiscal Year Defined
  - 8.1.1. The fiscal year shall be defined as beginning January 1st of each year and ending on December 31st of the same year.
  - 8.1.2. The Alliance shall use the cash basis accounting method.
- 8.2. Funds
  - 8.2.1. All money paid to the Alliance shall be placed in one (1) or more operating accounts. At the discretion of the Board of Directors, funds may be transferred to the reserve accounts.
- 8.3. Disbursements
  - 8.3.1. Upon approval of a budget, (event budget, marketing budget, or other business expense budgets) the Treasurer, working with the President, is authorized to make disbursements on accounts and expenses provided for in the budget without additional approval of the Board of Directors.
- 8.4. Budgets
  - 8.4.1. Event budgets, transactions, or other business shall be determined at meetings held by the Board of Directors. No committees are authorized to approve any funds. A quorum of Officers may spend up to \$2,000 without the additional majority vote of a meeting held for the purpose of deciding on a budget item.

### **9. Miscellaneous**

- 9.1. Amendments.
  - 9.1.1. These By-laws may be amended from time-to-time by the affirmative vote of two-thirds (2/3) of the Board of Directors at a meeting duly called for such a purpose.
- 9.2. Dissolution.
  - 9.2.1. The Alliance shall use its funds only to accomplish the objectives and purposes specified in these By-laws, and no part of the funds shall inure, or be distributed to the members.
  - 9.2.2. Upon dissolution, the Alliance shall vote to distribute to a charity or organization as decided on by a majority of the membership.
- 9.3. Anti-Discrimination.
  - 9.3.1. No person shall be refused membership because of their sex, race, color, religion, or national origin. The Alliance, including its members, directors, officers, employees, and agents, shall not discriminate on the basis of sex, race, color, religion, or national origin in the administration of its programs, selection of its directors and officers, or in any other respect.

### **10. Certification**

By – Laws were approved at the February 14th, 2018 meeting of the Stevens Point Alliance Inc.  
Motion made by  
Talin Senner and seconded by Troy Hojnacki. Vote was unanimous.

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