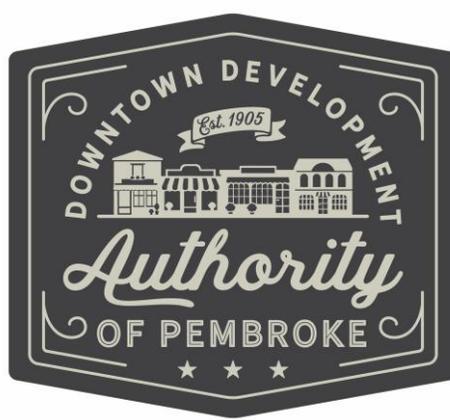


- **Call to order 12PM**
- **Attendance: Doyce Mullis, Stephanie Morrison, Sandra Smith, Dana Dudley**
- **Approval of Minutes from September and October Meeting: Motion to approve made by Stephanie Morrison. Motion was seconded by Sandra Smith.**
- **Review of Vision and Mission**
- **Financial Review:** \$254,661.01 operating balance with \$12,500 and \$237,500 going back to City for National Church Residences purchase of Ash Branch property. There are approximately \$973.36 in outstanding invoices and the Authority is owed \$2,100.00 in past due rent from H&S Construction. Funds for the Fall Yard Sale and Christmas Festival are coming in, which total approximately \$1500 at this time. They have not been deposited. Additionally, quarterly support of \$1902 from the City has not yet been received. Once all transactions are complete the operating account will have a balance of approximately \$9200.: **Motion was made by Doyce Mullis that the DDA cut a check for \$237,500 to the City of Pembroke for the National Church Residences purchase of the Ash Branch Property. Motion was seconded by Stephanie Morrison.**
- **Old Business**
 - Spooktacular Recap: **The event grossed \$401. Suggestions for improvement included more food vendors, set times for breakdown of vendors, promotion of vendors in advance of event, and water/snacks for volunteers or a food voucher for volunteers.**
 - Grand Marshal: **Grand Marshal will now be chosen by City Council. Date of decision not yet known.**
 - Ongoing projects
 - Planter boxes: **Postponed until spring**
 - Museum and DDA Office: **Museum is off the table. The DDA office has moved down to the first floor of the welcome center once again. The DDA office may be relocated to the new City Hall building, once constructed.**
 - *Fundraising Initiatives*
 - Greeting Cards: Sandra Smith suggested to raffle off a box of cards. Raffle tickets could be sold for \$1.



Ornaments: Ornaments are on display at businesses. Thanks to Dana Dudley for the idea.

Tshirts: The Board agreed on a tshirt design with the red buffalo plaid state of Georgia and the red truck. Pembroke DDA on the front with holly. The shirts will be short sleeve and gray and will sell for \$20. The event tshirt idea was later tabled in the meeting, as there was not enough time to do presales. This design will be utilized for 2020, and sales for Christmas Festival event shirts will begin in August.

Yard Sale: 8 of 45 spots are left to sell. A discount was given to the Pembroke Senior Center on the purchase of their second booth.

Resolution Run: The Board agreed that the registration fee for the 5K would be \$50 and would include a tshirt. The date of 1/4 and 1/11 were discussed. It was decided that the DDA director would consult with the members of "Mom's Who Run Pembroke" on the best date choice.

Downtown Date Night

➤ **New Business**

○ *Upcoming Events*

Fall Yard Sale - 11/9: Sandra Smith suggested yard sales and fundraisers be held near the 1st of the month for pay day purposes.

Tree Decorating - 11/11 to 11/26

Business Luncheon - 11/13

Small Business Saturday - 11/30

Tree Lighting - 12/3: Board agreed to sell ornaments and paint them at the Senior Center after the tree lighting ceremony. If Grand Marshal decision is made in time, Grand Marshal will light tree.

Christmas Festival - 12/14

○ *Upcoming Training*

Sandra - DDA 101 and Main Street 101

Kim - Main Street 101

Renee - Dublin Visit December 9th

Renee - Mobilize Main Street 3/3-3/5 (\$550)

○ *Required Council Approvals*

Grand Marshal

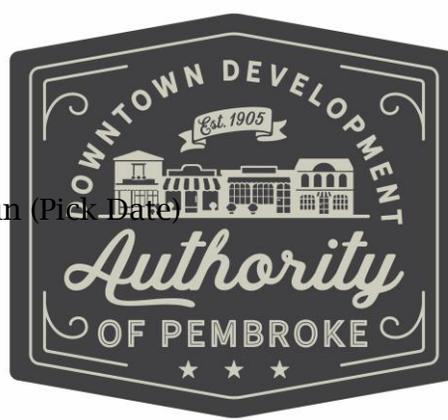
Downtown Development Authority of Pembroke

PO Box 130

Pembroke, GA 31321

(912) 570-5698

Resolution Run (Pick Date)



- Future Grand Marshal Process
 - Market/Parade Update
 - Need Classic Cars
 - Need School Groups
 - Need Pageant Winners
 - Need Local Businesses
 - Need 2nd Emcee
 - Waiting on DOT Approval Letter
 - Need Cart for Renee
 - Need More Arts/Crafts Vendors
 - PA System: **Check with Alex on using his PA system, as our current system isn't functioning properly.**
 - Meeting with Tara Bradshaw (DCA)
- **Open Discussion**
- **Adjourn: Motion to adjourn made by Stephanie Morrison and seconded by Doyce Mullis.**