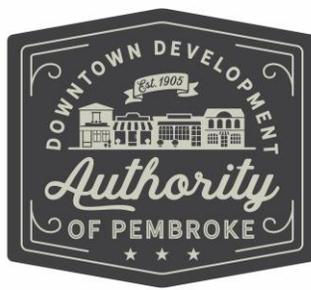


- **Call to order:** Meeting called to order at 12:11PM by Renee Hernandez.
- **Attendance:** Doyce Mullis, Dana Dudley, Stephanie Morrison, and Tiffany Walraven
- **Approval of Minutes:** Motion to approve minutes made by Tiffany Walraven and seconded by Dana Dudley.
- **Review of Vision and Mission:** *Vision:* To ensure Downtown Pembroke is an economically sustainable, vibrant, and welcoming gathering place.
Mission: To develop and promote growth and prosperity in our community while maintaining and preserving our cultural and historic character.
- **Financial Review:**
 - \$8060.53 Current Balance
 - +\$1100.00 Owed to DDA by City of Pembroke
 - +\$1100.00 Owed to DDA by H&S Construction
 - +\$2407.50 Funds Collected to Deposit
 - \$12,668.03
 - \$791.00 Outstanding Operating Checks
 - \$200.00 Outstanding T-Shirt Donation Checks
 - \$532.63 Outstanding Invoices
 - \$4,905.00 Outstanding HVAC Invoice
 - \$6,239.40 Approximate Operating Balance After Transactions Post
- **Old Business**
 - Drive-In Movie – Renee Hernandez updated the Board on the movie night status. The cost of the movie is \$425 and we are looking for sponsors. GI Party is handling the screen and sound. Hernandez spoke with the City of Richmond Hill, as they want to host a drive-in in December. They mentioned using the FM radio for sound. Hernandez reached out to GI Party and they will be looking at adding this capability to their service and will get back to me. Dana Dudley suggested reaching out to First Baptist Church, as they were able to broadcast services over FM radio. We may be able to borrow their equipment. Tiffany Walraven suggested reaching out to a school group to sell popcorn/candy instead of adding it to the Lottie’s Pocket selections.
 - Trick-Or-Treat on Railroad Street – Renee Hernandez is signing up candy passers. There are currently 5 booked. Students will be decorating large cardboard as scenery for the street. We will need volunteers for this event.
- **New Business**
 - Job Description – Renee Hernandez presented the proposed job description changes for the DDA/Main Street Director. No additions or corrections were requested by the Board. The job description will now be presented to City Council for approval.
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- **Business Spotlights - Renee Hernandez presented the first business spotlight for South Eastern Eye Center so that the Board could see what to expect. Reshoot for the spotlight is scheduled for the following week, as some of the footage used is dated. Additional businesses need to sign up for the spotlight, as only Owens Supply is ready to go. Burnsed's Body Shop would like one, but after they make improvements to the shop. Stephanie Morrison stated that PAC would also like one after their lobby remodel is completed.**
- **Surveys/Council Packet - Information was presented to the Mayor and Council regarding support for the DDA and Main Street Program. Renee Hernandez had a conversation with the Mayor and was assured the DDA program and the director's position was not in jeopardy. The Mayor stated that additional assistance was needed at City Hall and that it was an opportunity for the director to become more familiar with city residents while assisting.**
- **Events**
 - Scarecrow Contest - begins 10/19 and winner announced 10/24
 - Drive-In Movie - 10/30
 - Trick-Or-Treat on Railroad Street
 - Flag Installation - 11/7
 - Christmas Tree Contest - Begins 11/23 and winner announced 12/5
 - Storefront Decorating - Begins 11/23 and winner announced 12/5
 - Q4 Business Luncheon - 12/4
 - Tree Lighting Ceremony - 12/5 (or move earlier?)
 - Christmas in Pembroke - 12/12
- **Open Discussion - No topics discussed**
- **Adjourn - Motion to adjourn made by Doyce Mullis and seconded by Dana Dudley**