



EXECUTIVE COMMITTEE MEETING

Tuesday, August 22, 2023

4:00-5:30 p.m.

at

Downtown Dayton Partnership

MINUTES

A meeting of the Downtown Dayton Partnership (DDP) Executive Committee was held Tuesday, August 22, 2023, at 4:00 p.m. at the office of the Downtown Dayton Partnership, 10 W. Second Street, Suite 611, Dayton, OH 45402. Co-Chairs Mayor Jeffrey J. Mims, Jr. and Mr. Dan Meixner presided.

Also in attendance were Mr. Ed Bentley, Ms. Lainie Dean, Ms. Shelley Dickstein, Mr. Peter Haley, Ms. Madeline Iseli, Ms. Julie Liss-Katz, Ms. Jenny Michael, Mr. Bob Ruzinsky, Mr. Ty Sutton, Mr. Sam Warwar, and Mr. Jason Woodard. Downtown Dayton Partnership staff members in attendance were Ms. Sandy Gudorf, Ms. Alaina Geres, and Ms. Colleen Turner.

Welcome & Approval of Minutes

Co-Chair, Dan Meixner opened the Executive Committee meeting at 4:00 p.m. He made introductions and welcomed all who were present. Mr. Meixner asked for a motion to approve the May 23, 2023 minutes. Mr. Ty Sutton motioned to approve the minutes. Mr. Bob Ruzinsky seconded the motion. The motion passed unanimously. Mr. Meixner asked for a motion to approve the June 27, 2023 minutes. Ms. Jenny Michael motioned to approve the minutes. Ms. Madeline Iseli seconded the motion. The motion passed unanimously.

DISCUSSION ITEMS:

- DDP Office Space:

- **Layout**

Ms. Gudorf introduced Ms. Alaina Geres who reminded the Executive Committee of the layout of the new office space, which is included in the board packets. Layout includes the following:

- Large conference room (1) – A wall will be taken out to open up that space
- Receptionist Area
- President Office
- Staff offices (10)
- Intern Office (1) – plan is to have three workstations in that office
- Small conference room area (1)
- Open space area (1) – new concept, new huddle area
- Workroom (1)
- Break room with a kitchen area (1)
- Extra room (1) for the server
- Extra room (1) for storage

- **Timeline and Process of the Office Move**

- Ms. Gudorf reported that her direction has been to move forward with the office move. She explained the process, which includes:
 - Coolidge Wall Co. LPA is working on a lease for the DDP. The goal is to still sign the lease by September 1, 2023, with a December 1, 2023, move-in date.
 - DDP has been working with the property owner and the broker. Two outstanding issues about the space have been resolved

at no extra cost, including opening up a wall to include extra space and more storage space. The Office Space Team includes Mr. Meixner, Mr. Bentley, and Ms. Liss-Katz

- Ms. Gudorf said she has reviewed the process with the Office Space Team. Ms. Gudorf prefers not to sign the lease since she will be departing the DDP.
- Mr. Dan Meixner, who is a member of the task force has agreed to sign the lease.
- The task force has also asked the DDP treasurer, Mr. Ed Bentley to manage the office space budget.
- DDP staff is preparing a final budget. Each quote will be reviewed with Mr. Bentley for his input and guidance.
- DDP staff will make a presentation to the new president in early September. The presentation will include all of the decisions made and the budget, with the understanding that the biggest expenditure will be made by September 15, which is the furniture.

- o Ms. Gudorf presented the office space budget. She noted that some of the items are firm quotes and some are not so firm. Ms. Gudorf reported that the DDP takes every opportunity to buy downtown and get competitive bids. Ms. Gudorf reported what is final and what is being worked on:

Final:

- Hired a Technology Consultant
- Internet Services
- Cabling Services
- Wireless Telephone System
- Ongoing fees

Being Worked On:

- Used Furniture
- Furniture Installer
- New Furniture
- Moving
- Print Materials
- Wall Paper
- 12% Contingency
- Build out

Ms. Gudorf also reported that delivery of new furniture will take 8 weeks. DDP would like to order furniture by September 15. She said the lease was negotiated for \$13.00/sf for the first two years, with a slight increase every two years after that. Ms. Gudorf reminded everyone that DDP typically does not sign agreements/leases outside of the SID cycle. This was an exception and the new office space lease will run for the next two years of the current SID period, and through the next SID period to 2030. All of the Tenant Improvements (TI) are included in the lease rate. Two items that will not be included in the lease and will be the responsibility of the DDP are entryways into the kitchen and the large conference room.

- **Budget:**

Ms. Gudorf asked for a recommendation to give the Office Space Team the authority to not exceed the budget of \$150,000. Ms. Gudorf talked about the reserves. She reported that by the end of 2023, DDP will have a reserve between \$1.4 to 1.5 million. She said that does not include the office space cost but includes her projections of what the DDP will spend for the remainder of 2023 including all the \$50,000-\$60,000 for the executive search. During the SID planning, DDP projected the reserves for the next 10 years. Based on that planning DDP reserves at the end of 2023 is \$1.2 million.

Mr. Meixner asked for a motion to give the Office Team authority to not exceed the budget of \$150,000. Ms. Lainie Dean motioned. Ms. Shelley Dickstein seconded the motion. The motion passed unanimously.

- **Fourth & Jefferson**

Ms. Gudorf reported that after the meeting with Dayton Public Schools, Interim Superintendent, the Executive Committee decided that the best course of action is to prepare a letter to be signed by the City Manager, DDP President, and President & CEO, Chamber of Commerce, and any Executive Committee member who would like to have their name and company name on the letter.

OTHER UPDATES:

- September Executive Committee Meeting
Mr. Meixner reported that the new president, Katie Meyer will not be able to attend the September 26 Executive Committee and the meeting will need to be rescheduled. He proposed two date/time options for the rescheduled meeting;
 - Thursday, October 5, 4-5:30 pm
 - Friday, October 6, 10:30-Noon

A doodle will go out to the Executive Committee in hopes of getting a quorum with one of the above dates/times.

- Transition Update
Ms. Gudorf reported that she has done everything she can possibly do to ensure that a smooth transition occurs for the new DDP president. She has expedited the following:
 - Updated all the roles and responsibilities of the DDP staff
 - Prepared substantial documents with key deadlines
 - Expedited the DDP audit. Mr. Bentley should have a draft by the end of August
 - DDP/SID 990 is getting prepared and ready by December 1.
 - Reviewed all insurance policies making sure all of these were up to date
 - All of the administrative items are getting expedited
 - Projections for 2023 or what is in the pipeline, i.e. Dayton Holiday Festival
 - Transition Plan

Ms. Gudorf said that she needs a motion from the Executive Committee. DDP has an account at KeyBank, Fifth Third Bank, and Liberty Bank. Liberty Bank has asked for a motion from the Executive Committee to have Sandy Gudorf removed as a signer on the organization's bank account and other financial information and add the new DDP president, Katie Meyer, as a signer of checks and other financial information. Ms. Gudorf asked that the motion be blanketed to all three banks.

Mr. Meixner asked for a motion to authorize Katie Meyer to be added as a signer and remove Sandy Gudorf as a signer on the organization's bank accounts and other financial information, effective September 5, 2023. Mr. Meixner said this motion will be blanketed to the three banks which include KeyBank, Fifth Third Bank, and Liberty Bank. Ms. Shelley Dickstein motioned to approve. Ms. Jenny Michael seconded. The motion passed unanimously.

Art In the City

Ms. Gudorf reported that Art in the City was a huge success and the team did an excellent job.

Miscellaneous Updates

Ms. Geres reported that the Black Business Hop is scheduled for Saturday, August 19, from noon to 4 p.m. Ms. Geres invited all to attend.

Other Business

No other business was discussed.

Executive Session

The Executive Committee moved into Executive Session at 5:32 p.m. Ms. Sandy Gudorf, Ms. Alaina Geres, and Ms. Colleen Turner were excused.