

MAIN STREET ADVISORY BOARD AGENDA

8th Floor, Conference Room C (Suite 8106)
50 West Main Street, Rochester, NY
Wednesday, January 7, 2009
9:00 – 10:30 AM

Action Items from Wednesday, November 5th (no December meeting):

- Jayme will distribute information about other Main Street Coordinating Program's level/tier classifications. **Done.**
- A meeting *can* be organized, if requested, for the three (3) designated communities sometime in January to discuss and share the status of their local programs.
- Teresa Lynch will provide to Jayme her comments from the **Start-Up Consultation Visits**. Jayme can, in turn, provide these comments to any interested Main Street Advisory/WECA Board member. **Done**
- Send Jayme the names of potential consultants (in the areas of Design, Economic Restructuring, Promotion, and Organization) to be invited to the Main Street Basic Training on December 1 & 2. **Done**
- Send Tom the names of public/nonprofit organizations to be included in the WECMSP Resource Guide.
- WECA is offering to non-designated communities half-paid NTMSC Standard Network Memberships throughout the Western Erie Canal Heritage Corridor. Eligible communities are villages and small cities located on the Erie Canal in the five-county heritage corridor. Contact Joan Delaro, WECA Project Manager, for more information.
- WECA will create the Letter of Agreement to be distributed and signed before Main Street Basic Training/New Program Manager Orientation. **Done**

Agenda:

1. General discussion related to activities and tasks accomplished in 2008. (I.e. Main Street application and selection process, etc.)
2. General discussion related to activities and tasks to be accomplished in 2009. (I.e. quarterly newsletter, continual updates to the general informational brochure and the development of at least one new brochure, quarterly Program Manager meetings, etc.)
3. NTMSC Technical Assistance Services
 - Review of Main Street Basic Training/New Program Manager Orientation (December 1 – 3, 2008)
 - Resource Team Visits
 - Albion Main Street Alliance (the week of February 9, 2009)
 - Lyons Main Street (the week of February 16, 2009)
 - Lockport Main Street, Inc. (the week of March 9, 2009)
 - Work Plan Workshops (likely to occur May/June, 2009)



4. Program Coordinator Report

- 2009 National Main Street Conference / Spring Coordinators Meeting
- Annual reinvestment statistics reporting
- National Main Street Accreditation

5. WECA Board Report

Next Main Street Advisory Board meeting is **Wednesday, February 4th** at 9:00AM, 8th Floor,
Conference Room C (Suite 8106), 50 West Main Street, Rochester, NY.

2009 Main Street Advisory Board Schedule

Wednesday, January 7
Wednesday, February 4
Wednesday, March 4
Wednesday, April 1
Wednesday, May 6
Wednesday, June 3
Wednesday, July 1
Wednesday, August 5
Wednesday, September 2
Wednesday, October 7
Wednesday, November 4
Wednesday, December 2 (* if required)

Month Ending:

Community:

Executive Director:

MANAGERS MONTHLY REPORT

VOLUNTEER HOURS	
Total Hours (# of volunteers X hours)	
Board Meetings (combined)	
Committee Meetings (combined)	
Special Events (combined)	
Other (combined)	

DONATIONS		
Item(s)	Associated Event	Total Value

PROMOTIONS COMPLETED			
Name and Description of Event	TotalCost	Local Share of Cost	Profit

Send 2 samples of all materials related to each promotion.

Do not email reports to the WECMSP unless all backup materials (promo materials, press release, etc.) are mailed.

REMEMBER TO KEEP A COPY OF THE REPORT FOR YOUR FILES.

Month Ending:

Community:

Executive Director:

PUBLIC IMPROVEMENTS COMPLETED			
Description	Square Feet (if applicable)	Project Cost	Source of Funds

COMPLETED BUILDING IMPROVEMENTS									
Scope of Work (Check "X" in appropriate spaces). Fill in any increase in retail SF due to project.									
Name and Address	\$ Invested	Tax Credit Project	Front Façade	Awning	Sign	Other Exterior Work	Interior Work	Increase In Retail Square Footage	Other

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Month Ending:

Community:

Executive Director:

NEW CONSTRUCTION			
Owner's Name/Business	Project Address	Amount Invested	Square Feet

NEW HOUSING COMPLETED DOWNTOWN					
Developer/Address	# of Units	Square Footage of New Housing		Total Rent Income/Month	

BUILDINGS SOLD						
Name (New Buyer)	Seller (Former Owner)	Property Address	Usage Before Sale	Current Use	Square Feet	Purchase Price

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Month Ending:

Community:

Executive Director:

NEW BUSINESSES OPENED				
Name	Address	Type of Business	Square Feet	# of New Jobs

(A) Total of New Jobs _____

Job Types: New Businesses Opened (See description of these categories on the last page).

_____ Manager & Professional Specialty	_____ Service	_____ Manufacturing
_____ Clerical & Administrative Support	_____ Skilled Trades	_____ Sales & Marketing
_____ Other (Please describe): _____		

(B) Total New Jobs: _____ {(A) should equal (B)}

BUSINESSES RELOCATED TO DOWNTOWN				
Name	Address	Type of Business	Square Feet	# of New Jobs

(A) Total of New Jobs _____

Job Types: New Businesses Opened (See description of these categories on the last page).

_____ Manager & Professional Specialty	_____ Service	_____ Manufacturing
_____ Clerical & Administrative Support	_____ Skilled Trades	_____ Sales & Marketing
_____ Other (Please describe): _____		

(B) Total New Jobs: _____ {(A) should equal (B)}

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Month Ending:

Community:

Executive Director:

BUSINESSES EXPANDING IN DOWNTOWN				
Name	Address	Type of Business	Square Feet	# of New Jobs

(A) Total of New Jobs _____

Job Types: New Businesses Opened (See description of these categories on the last page).

_____	Manager & Professional Specialty	_____	Service	_____	Manufacturing
_____	Clerical & Administrative Support	_____	Skilled Trades	_____	Sales & Marketing
_____	Other (Please describe): _____	_____			

(B) Total New Jobs: _____ {(A) should equal (B)}

BUSINESSES CLOSED				
Name	Address	Type of Business	Square Feet	# of Jobs Lost

(A) Total of New Jobs _____

Job Types: New Businesses Opened (See description of these categories on the last page).

_____	Manager & Professional Specialty	_____	Service	_____	Manufacturing
_____	Clerical & Administrative Support	_____	Skilled Trades	_____	Sales & Marketing
_____	Other (Please describe): _____	_____			

(B) Total New Jobs: _____ {(A) should equal (B)}

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Month Ending:

Community:

Executive Director:

BUSINESSES MOVED OUT OF DOWNTOWN				
Name	Address	Type of Busines	Square Feet	# of Jobs Lost

(A) Total of New Jobs _____

Job Types: New Businesses Opened (See description of these categories on the last page).

_____ Manager & Professional Specialty	_____ Service	_____ Manufacturing
_____ Clerical & Administrative Support	_____ Skilled Trades	_____ Sales & Marketing
_____ Other (Please describe): _____		

(B) Total New Jobs: _____ {(A) should equal (B)}

ERIE CANAL VISITORS	
Mode of Transportation	Total
Car	
Bus	
Bicycle	
Foot	
Boat	
Other	

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Month Ending:

Community:

Executive Director:

ERIE HARBOR AND AMENITIES		
Amenity	How Many?	Number + or -
Number of Boat Slips		
Number of Floating Dock Spaces		
Bike Racks		
Campsites		
Picnic Areas/Grills		
Restrooms>Showers		
Water and Electric Hookups/Pump-outs		

OTHER NEWS/COMMENTARY (attach all news articles)

MAIN STREET ASSISTANCE TO <u>OTHER</u> COMMUNITIES	
Community Assisted	Form of Assistance (Phone calls, presentations, mailings, email, other).

LOCAL MAIN STREET NEEDING ASSISTANCE
List issues that the coordinating program staff can assist you with (Board, Volunteers, Fundraising, etc.)
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Month Ending:

Community:

Executive Director:

JOB CLASSIFICATIONS		
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Managerial and Professional Specialty

Manager/Owner of any business
Medicine and Health
Computer Science
Education
Architecture
Social and Welfare Worker
Law
Accounting/Financial Planning
Other Professional/Technical Specialty

Service

Food & Beverage (cooks, waiters, kitchen, bartenders)
Lodging
Janitorial
Health Care
Cosmetology
Child Care
Dry Cleaning
Other Services

Skilled Trades

Mechanics & Repair
Construction
HVAC and Refrigeration
Plumbing
Electricians
Metal and/or Wood Working
Other Skilled Trades

Clerical and Administrative Support

Secretarial/Typing
Bookkeeping
General Office
Computer Operation and Support
Reception
Shipping, Receiving, Stock, and Inventory
Other Clerical & Administrative support

Sales & Marketing

Retail Sales (other than management)
Sales Representative/Wholesale
Commission Sales
Cashiers
Other Sales & Marketing

Manufacturing

Machine Operators
Assemblers and Inspectors
Welders
Packagers
Drivers and Material Movers
Laborers and Helpers
Other Manufacturing

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