

MAIN STREET ADVISORY BOARD AGENDA

8th Floor, Conference Room C (Suite 8106)
50 West Main Street, Rochester, NY
Wednesday, October 1, 2008
9:00 – 10:30 AM

Action Items from Wednesday, September 3rd:

- WECA will affirm the Advisory Board's selection via email and have a press release/announcement ready by this Friday, September 5th. **Announcement made September 9th.**
- Jayme will compile application comments from the Selection Review Committee and provide them to the five applicant communities in an official letter from the WECMSP. **Done, distributed September 12th.**
- NTMSC will provide template Letter of Agreement to Jayme. Jayme will revise the agreement to reflect sharing of services concept. **WECA will rework the template LOA.**
- NTMSC will provide template Program Manager job descriptions. Jayme will share with the three selected communities. **Done, distributed September 17th.**
- NTMSC will provide dates that the NTMSC is available for the upcoming services. Jayme will share with WECA and distribute at the next Advisory Board meeting. **To be discussed today.**
- All – anyone interested in attending the 2008 *Destination Downtown Conference* with Tom, please let him know. **Still available.**

Agenda:

1. Letter of Agreement
2. NTMSC Technical Services: staff/consultant, dates, and locations
 - *Start-up Consultation and Main Street Basic Training / New Manager Orientation.*
3. Development of Board of Directors
4. Program Coordinator Report
 - Timetable.
 - General grant reward from Wal-Mart, Inc.
 - Training session at G/FLRPC Fall Local Government Workshop: Friday, November 14.
 - 2008 NYS Canal Conference, Grand Island: Sunday, October 5 – Tuesday, October 7.
 - Fall 2008 Program Coordinators Meeting: Sunday, October 19 – Thursday, October 23.
 - Update on ex officio letters of invitation and resource guide (Tom).
5. WECA Board Report

Next Main Street Advisory Board meeting is **Wednesday, November 5th** at 9:00AM,
8th Floor, Conference Room C (Suite 8106), 50 West Main Street, Rochester, NY.