

CUMBERLAND
DOWNTOWN DEVELOPMENT COMMISSION
A Main Street Maryland Community

Minutes
December 14, 2017

I. Roll Call

In Attendance– Sandi Saville, Nathan Price, Doug Schwab, Dave Love, Rhiannon Morgret, Ed Huber

Absent – Larry Jackson, Paige McFarland, Dave Romero, Daniel Taylor-Neumann

Also in attendance -- Kathy McKenney, Eugene Frazier, Mayor Brian Grimm

II. Minutes

Minutes accepted as corrected. Larry Jackson was present at the last meeting.

III. Communications and Billing

Banner headline on front of Times-News newspaper today. Executive Director job was guaranteed for 18 to 24 months.

IV. Reports

Promotions Director

No report.

Executive Director- Report

No report.

A. Financial Report – Ed Huber

Budget Performance Report. Through 5 months (42%)

Use 32% of budget through November.

Should end year well ahead of budget. We are in good shape.
Revenues do not fluctuate.

V. Old Business

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Did not get entire grant money for City Centre Parking garage. Voted unanimously to commit up to \$10,000 from DDC funds for interior signage. Dave Love made motion, Doug Schwab seconded it.

New Business

Executive Director search. Going to interview one person on Friday. Search committee will present recommendation for a person to fill the job at January's meeting.

VI. Public Comment (2 Minute Limit)

n/a.

THE NEXT REGULAR MEETING WILL BE HELD
January 11th 2018

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Executive Director

Downtown Development Commission

Essential Job Functions:

- Collaborative Grant writing & management (MHAA, Community Legacy & others)
- Seeking new grants for the DDC
- Preparation for DDC meetings (agenda, reports, and emails)
- Attend all DDC meetings and provide regular reports
- Provide daily supervision to the DDC maintenance employees and any seasonal student workers or volunteers
- SHA – Downtown TAC Signage project in conjunction with the City, County, and others
- Downtown Design & Development Plan (through Canal Place & Canal Place Heritage Area)
- DDC Inventory of belongings when necessary
- Continuous updates to Downtown Property Owners (emails and organization of events and meetings)
- Committee Meetings – organization and preparation of Design, Events and Economic Restructuring
- Assist DDC Design Committee with the design of the downtown mall and side streets
- Assist City of Cumberland Department of Economic Development with retention and attraction of downtown businesses
- Organizing and executing field trips with local elementary schools
- Assist with the DDC Annual Budget
- Prepare daily financial statements and invoices, in coordination with City’s Department of Finance
- Updating downtown kiosks with newly designed maps and posters
- Orientation of new DDC members
- Speaking about the downtown (DDC) at various local clubs & organizational meetings
- Communicate with property owners and business owners to keep them informed of the work of the DDC and learn of their concerns
- Establish good working relationships and collaborative arrangements with community groups, politicians, city staff and other organizations to help further the goals of the DDC

Marketing and Promotions:

- In conjunction with the County Tourism department and Canal Place, market and promote the downtown and events
- Main Street Cumberland website – regular updates
- Marketing events and activities of the DDC through Facebook and other social media

Main Street Maryland:

Downtown Development Commission
City Hall – 57 North Liberty Street (Lower Level)
Cumberland, Maryland 21502
301-722-5500

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- Attend quarterly meetings throughout the state and one annual meeting outside of the State
- Submit quarterly reports online (monthly)
- Closing/opening of businesses, public & private investment, volunteer hours, committee reports, housing units created
- Submit nominations for projects as requested by Main Street
- Prepare additional information as requested by Main Street Maryland

Events:

Plan, develop and execute, in conjunction with downtown businesses and property owners, programming and events to help drive business to downtown.

Education or experience:

College education or equivalent experience
Previous administrative experience a plus

Qualifications:

Must be able to work independently
Flexible work hours including evenings and weekends
Excellent organizational skills
Strong written and verbal skills
Proficient with computer and social media

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