



## Hiawassee Downtown Development Authority Meeting Agenda

Date: Tuesday, March 11, 2025  
Time: 8:30 AM  
Location: 50 River Street

- I. Call to order
- II. Adopt agenda as set or amended
- III. Photo Session - PBC
- IV. Approval of February 11, 2025, minutes
- V. Financial Update
- VI. Directors Update
  - a. DDA program coordinator
  - b. Signature Cards
  - c. Accounting Software
  - d. Hikeawassee
- VII. New Business
  - a. Post Office Box - DDA
  - b. In-Kind Donation - Photographer
  - c. PBC Tag-line
  - d. PBC Signage
  - e. Attorney Invoice – 981.25
  - f. Ana Hess Invoice - \$1,400
  - g. Hikeawassee – Reimbursement, Denise McKay - \$757.44
- VIII. Old Business
  - a. Sponsorship updates
  - b. PBC – Update – Babette
    - i. Schedule -revisit calendar
    - ii. Grant financial update
    - iii. Committees
      1. VIP Reception and Open House
  - c. Night Market Update
    - i. Coordinator update – Caitlin
  - d. Fund-Raising Update
    - i. Event update
      1. Committee
      2. VIP & Tables
- IX. Executive Session
  - a. Real-estate
- X. Adjourn



**Hiawassee Downtown Development Authority  
Meeting Minutes**

**APPROVED 4/8/25**

Date: Tuesday, March 11, 2025

Time: 8:30 AM

Location: 50 River Street

Board present: Scott Benton, Babette Dunn, Tyler Osborn, Peggy Gardner, Amy Barrett

Board absent: Tamela Cooper, Paul Smith

Also Present: Caitlyn and William Ayers, Steve Massell, Denise McKay

- I. Call to order 8:33 am
- II. Adopt amended agenda to add insurance as H under new business: Motion Peggy, 2<sup>nd</sup> Tyler
- III. Amy Barrett recused herself from vote. Passed
- IV. Photo Session - PBC April 2<sup>nd</sup> 9:00 am
- V. Approval of February 11, 2025, minutes: Motion Amy, 2<sup>nd</sup> Peggy Passed
- VI. Financial with adding in Home Depot reimbursement: Motion Tyler, 2<sup>nd</sup> Babette Passed
- VII. Directors Update
  - a. DDA program coordinator
  - b. Signature Cards
  - c. Accounting Software
  - d. Hikeawassee
- VIII. New Business
  - a. Post Office Box - DDA
  - b. In-Kind Donation - Photographer to grant them a donor spot: Motion Scott, 2<sup>nd</sup> Tyler passed
  - c. PBC Tag-line update with a better version : Motion Tyler, 2<sup>nd</sup> Scott, Passed
  - d. PBC Signage not to exceed \$10,000,00 Motion: Scott 2<sup>nd</sup> Tyler. Passed
  - e. Attorney Invoice – 981.25 Motion: Peggy, 2<sup>nd</sup> Amy passed
  - f. Ana Hess Invoice - \$1,400 Motion: Tyler, 2<sup>nd</sup> Babette, passed
  - g. Hikeawassee – Reimbursement, Denise McKay - \$757.44 Motion: Tyler, 2<sup>nd</sup> Babette Passed
  - h. Insurance- Board member Amy Barrett declared that her husband is the agent. She left the room. Motion: Peggy 2<sup>nd</sup> Tyler Passed with Amy Barrett recusing herself.
- IX. Old Business ( Amy Barrett enter back into meeting room)
  - a. Sponsorship updates
  - b. PBC – Update – Babette
    - i. Schedule -revisit calendar
    - ii. Grant financial update
    - iii. Committees
      1. VIP Reception and Open House
  - c. Night Market Update
    - i. Coordinator update – Caitlin
  - d. Fund-Raising Update

- i. Event update
  - 1. Committee Will start next Wednesday at 5:30 pm and will meet every other Wed. Denise will advertise meetings accordingly
  - 2. VIP & Tables
- X. Executive Session Motion to go into: Peggy 2<sup>nd</sup> Tyler Passed
  - a. Real-estate Motion to come out of Executive Session Tyley, 2<sup>nd</sup> Peggy Passed
- XI. Adjourn by consent