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Meeting Date: January 19, 2018 Time: 11:00am Location: Webster Hall

In Attendance:

Rev. Bill Webster

Chris Cleary

Bob Krajayak

Andy Sutak

Jim Schramm

Linda Brown

David Stammerjohn

Marian Klier

Rita Randall

Anthony Orsini

Missy Yeso

Miranda Sebroski

Sherry Statton

Dan Stephens

Katie Kendall

Paul Stecker Jr.

Rick Rogers

The Meeting was called to order at 11:01 by Bill Webster

Welcome of new members, Andy Sutak and Miranda Sebroski

**Financial Report (Rita Randall):**

Our group’s total that has been made as of this date is $7,691.00.

**Heritage Ohio/Main Street (Chris Cleary):**

Heritage Ohio will be coming some time in March. They are reviewing the town and we should plan on them presenting their findings, what we do great, what we don’t do, and things we can do differently. They most likely will be holding 2 different meetings, 1 will be for Project Forward members and the other will be open to the people of Martins Ferry. Chris will keep us updated once he has more information of these dates.

**Minutes/Calendar (Katie):**

A calendar for 2018 was sent out to everyone in the e-mail list. A hardcopy is being passed around for everyone to have. Katie prepared this with the Project Forward meeting dates for the calendar year.

Jim Schramm nominated the calendar be used, Sherry Stratton second, all members were in favor, no one was opposed.

**Elections:**

In order for us to obtain our 501C3 we just nominate and have positions for the organization, along with board of directors. Katie has been our secretary the last few months.

Sherry nominated that Katie remains the secretary

Dan 2nd the motion

All members agreed

Rita has been the active treasurer

Dan motion that Rita remain the treasurer

Linda 2nd the motion

All members agreed

Rev Webster has been running the meetings, we need to appoint a President/moderator

Dan motion that Rev. Webster be the President

Sherry 2nd the motion

All members agreed

**Strawberry Festival:**

The last strawberry Festival was in 1998. Both Bill Webster and Andy Sutak served on the committee from the start of the festival in the 1970’s until it ended in 98.

Rev. Webster suggested that we come up with some type of niche that will help establish the festival’s popularity, such as largest strawberry shortcake, but unfortunately, a place in California has the title, and theirs can feed more people than we have in the county.

We need to have some type of “competitive” angle (World’s biggest/largest…) or some type of competition.

Melissa nominated that Rev. Webster and Andy Sutak become the Chair and Co-Chair of the festival since they both have prior experience.

We have to start now in getting the whole town involved with this, all businesses and the area.

Currently, it is being recommended that Walnut street be shut down between 3rd and 4th, and 4th Street for the festival.

Chris recalls that tickets use to be sold for the event, and also sold prior to, and thinks this would be good idea for us again.

The ideas of celebrity servers, Celebrity Chef’s, cooking demonstrations, multiple different competitions, and possibly being the festival that has the most variety of strawberry items at a Strawberry festival.

We have to come up with Niche

We will encourage all vendors that their menu be strawberry themed food items

The official dates of the festival are going to be June 1st and 2nd.

We will have to work out the directing of traffic for any business that is open, along with the bank drive thru’s. We must notify all businesses with as much prior notice as possible

**DOORS:**

“Door way to the west”

We need more doors painted

What if we do a contest in different categories, attract not only local artists, but the local businesses, the schools (different age groups), etc.

**Other areas discussed:**

* Jim Schramm talked with Father John, and he mentioned trying to an Easter Sunrise service for all the Martins Ferry Churches to come together and do 1 service that could be open to the public.
* Dan has been talking to owner of the Conway building (where Dollar General stores their inventory), about doing something in the windows to fix it up instead of the bed sheets.
* Missy Suggested that instead of us going inside the building, that we talk to Mary Beth and Phil and having them making a large window cling instead.
* Rev. Webster has been calling all over and finally talked with the Diocese for the Episcopal Church on Walnut Street to discuss them donating the land/church to Project Forward for development. The person he spoke with was not able to give him more information on it, and said he would have someone contact him, but that was over 2 weeks ago and he hasn’t heard from anyone. He will continue to try
* Dan and a few others discussed last summer, possibly doing some type of “festival” or event around the OVAC football game. He would like to see this event be a kickoff to the High School football season, and following the OVAC football game.
  + Get all the area high school bands involved to do a parade, that could start at the stadium (with a performance for the crowd, like a Battle of the bands) and conclude at the city park for a “tailgate” party.
  + Include the Queen of Queens
  + The football teams for each school
  + Dan still has to talk with Ken and the OVAC’s to get permission for us to do this
  + Get a bigger fireworks company like American or Zambelli to do a firework show
  + Also involve former high schools that no longer exist such as “Yorkville, Wheeling, Warwood, Triadelphia, etc.)
  + Vintage t-shirts with former school logos (Talk to Matt Kendall on designs)
  + We need to determine the Betty Zane Day dates to make sure they do not overlap.
  + We are contemplating August 18th
  + Schools and the OVAC can provider their own banners/flags with school Logo/Colors.
  + Hot Dog eating contest
  + Dan was nominated as the Chair of this event, Chris is going to be the Co-Chair
* Missy has bought a storage facility where we can hold all the Project Forward decorations. It is a 12x30 facility by Jacobs and Sons, all stuff must go inside a Rubbermaid container. The key for the storage facility will be kept at the toy store, and if you need to get into the facility, stop by and they can give it to them.
* The Christmas/Winter Banners are going to hopefully be coming down this week as things thaw out from the snow and ice storm. We need to make sure they dry first before they are put away.
  + We are missing brackets for some of them
  + Missy bought 3ft. Pine wreaths , 75 of them for $1.50
  + Rev. Webster brought up a previous discussion of possibly doing Spring/Summer/Fall banners. All were in agreeance that the different season banners add a lot of charm to the town.
  + Missy and Dan have been talking to Chuck Wharton, and he believes he is able to order us banners for a good price and do the printing for us.
  + Wheeling’s banners have pictures that are sketches of different architectural pieces in downtown Wheeling on theirs. Maybe that is future possibility.
  + We need to remember to extend the banners to families, as they may want to sponsor a banner as well.
  + We should also consider working with different school booster clubs, or Football/Band moms.
* Food Truck: Barb Ballint has sent out letters to all the trucks, we are still waiting responses.
* Rick Rogers suggested that we make a donation to Denise Robinson for her 3 hours that she worked for the Project Forward Christmas party. The amount of $10.00/hr for a total of $30.00 was nominated by Jim Schramm, a 2nd motion was given by Dan, all were in favor. No one opposed.
* Katie is recommending that once a quarter our meetings be moved from Thursday at 11, to a Wednesday night at 6, to not only given others who are unable to attend meetings during the day, but also to give business to a local establishment, like the Elks for their wing night. Rick will check with the rest of the members to make sure the dates discussed would be ok.
  + *UPDATE: Rick talked with other members and the dates were approved by the Elks for us to hold a project forward meeting at the Elks on the desired dates discussed.*
* All members agreed that we will not be doing any activity or event for Betty Zanes Days or for the Ferry Fireworks. All members can volunteer for the Lions Club and for the Chamber of Commerce as volunteers to help other organizations who are set up during these events.

501C3:

Paul Stecker has provided us with the current update of our status with the 501C3. He agrees that we have become too big to be considered as sub group of the city and that we are our own separate entity, so we will most likely qualify for it.

He is going to continue to work on drafting our By Laws.

The following people were nominated as the Board of Directors

Group 1: Linda Brown

Jim Schramm

Dan Stephens

Group 2: Melissa Yeso

Sherry Stratton

Anthony Orsini

Group 3: Rita Randall

Katie Kendall

Bill Webster

Paul recommends that in addition to our website and Facebook page, that we put together a Brochure and/or materials that have our mission, goals and the different events that we put on.

We will need to draft our conflict of interest documents, such as “we have no political affiliations, no religious affiliations, etc.)

The question of what we do if the organization disbands with any remaining profit was proposed by Paul, and all members agreed that it would be donated to the city of Martins Ferry.

Susan Tolbert has volunteer to assist us with preparing our necessary tax documents for 2018, in the 2019 tax year.

The Board of Directors has to meet at least once a year

Sherry suggested that we meet once a quarter. All were in favor of this.

It was determined that the Board of Directors would meet the 2nd month of the quarter, a half hour (10:30) prior to the project Forward member meeting.

We will have to file a 1023, and there are fees for this and a corp. fee that is $99.00.

Sherry made a motion that Paul can talk to Rita and we go ahead and pay this fee now

Rev. Webster 2nd the motion

All were in favor

Paul also said that we need to decide if we will have members, or if the Board will act as the members.

The group decided to add to the bylaws that regardless of position held, each member will have equal voting rights, and all decisions would be made as an entire group.

**Farmers Market:**

Missy has sent all the information out to prospective vendors about the 2018 Farmers Market season

Many people asked about extended Friday hours for those who are unable to attend because of work. Missy reached out to the farmers about the extended hours, but all the responses have been “No” due to preparing for other markets on Saturday.

We still need to determine a location for the 2018 Farmers market, the current possibility is shutting down 5th Street from the Car Wash down until the Post Office.

Applications for new vendors can go to the City Building

All agreed to not charge a fee to the vendors to set up.

**In Other news:**

Anthony said the Library is going to bring back the James Wright Festival, April 21st. As he gets more details, he will provide those to the group.

**We are welcoming Andy Sutak, Paul Stecker, Miranda Sebroski, Bre Long, and Matt Kendall.**

**February Meeting will be February 15th at 11:00am, Webster Hall.**

Sherry made a motion to adjourn, Melissa second the motion, Meeting Adjourn at 12:38pm

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*Items to discuss in February…*

* Election of Chairs and Co Chairs for each big event we host
* Establishing a Economic Development sub-committee
* A Fundraising Chair and Co Chair, who will be in charge of fundraising for ALL of Project Forward
* Team bonding activities
* Small Weekday/weekend events to assist with community bonding and fundraising (Wine tastings, paint and sips, etc.)
* Assigning tentative budgets for each committee

*\*\*\*\*\*Please e-mail Katie Kendall or Rev. Webster with any items or topics that you would like to add to the agenda for upcoming meetings\*\*\*\**