

HERITAGE CROSSROADS CORRIDOR MANAGEMENT ENTITY



Meeting Notes

June 24, 2015 | 1:30 p.m.

Flagler County Government Services Building



PRIORITIES 2015-17

The CME have drafted the following list of priorities in the table below. When possible, a CME member has been identified to serve in a leadership position to accomplish the assigned task. Each leader will develop an implementation plan and schedule and coordinate their efforts with the Board.

TASK				ASSIGNED TO
Organizational Sustainability (Volunteer tracking/recognition program)				Suzy Gamblain
City of Bunnell/Pocket Park				John Seibel / Stan Drescher
Increased Participation / Membership Renewals				Nancy Duke Birkhead / Suzy Gamblain
Donor Letter / Donor Program				Susan Barry / Nancy Duke Birkhead
Creekside Festival 2015 Participation				Susan Barry / Cathy Cook
Pioneer Lunch (October 17th)				No task manager identified (Mike Palozzi to locate the list of pioneers recognized at the last lunch)
Bulow Park Festival				No task manager identified
Bunnell Festival				Thea Mathen
Agricultural Festivals				No task manager identified
Service Learning Projects	<i>Espanola Cemetery Clean Up</i>	<i>Hewitt's Sawmill</i>	<i>Kiosk Graphic</i>	Nancy Duke Birkhead

Visitor Center	John Seibel / Andy Morrow / Stan Drescher / Steven Joes / City of Bunnell
Digital Media & Communications	No task manager identified. Mike Palozzi was asked to confirm the availability of an appropriate byway email address. Heritage Crossroads Email Address (heritagecrossroadshighway@gmail.com).
Budget	John Seibel

NOTES

The meeting had a large turnout. The meeting attendance log is attached. New participants were added to the contact list and to the Volunteer tracking data base.

Discussion about the CME's email address concluded that the [Heritage Crossroads' Gmail account](#) should be utilized for visitors to contact the Byway. The identified caretaker(s) of the Gmail account will be provided the log-in information. Karen Wilharm will provide the log-in information based on Board direction.

The bank balance is currently unknown. It was noted that several checks were missing and the account had not been balanced recently. John Seibel committed to balance the account and update the group in time for the next CME meeting.

The Board has approved the purchase a computer for use by the current chair for use during their tenure. The computer will be returned to the Board at the end of the Chair's tenure for reissue at the discretion of the Board. Cathy Cook has committed to assisting with this effort.

FDOT announced that Accreditation submittals are no longer required for submittal to Corridor Solutions. CMEs are encouraged to continue to the guidelines of the Accreditation program regardless of submittal requirements. **LINK BELOW:**

[Organizational Sustainability Guidance \(source: Corridor Solutions\)](#)

Mike Palozzi committed to sending the *Heritage Crossroads: Miles of History Heritage Highway 2012 Executive Committee Workshop Summary* to the Board.

Mike Palozzi informed the CME that consultant support will not include duties of the Board Secretary.

CME Meetings will now be held the last Wednesday of each month beginning at 1:30 p.m. Board Meetings will be held the third Wednesday of each month beginning at 1:30 p.m. Meeting locations will be decided in advance and all members will be notified of their location.

Approval for the City to maintain ownership of the “Pocket Park” property in downtown Bunnell will be voted on by the City Council in late July. The City is also investigating possible grant opportunities to help fund proposed park improvements.