



Town of Clayton
Downtown Development Association Advisory Board Agenda
Monday, January 8, 2024 @ 6:00 PM
Wooten - Town Hall

1. CALL TO ORDER

2. ADJUSTMENT OF THE AGENDA

3. APPROVAL OF MINUTES

- a. Approval of December 11, 2023 Minutes
Presenter: Christi Thompson, Chair
[Downtown Development Association Advisory Board - Dec 11 2023 - Minutes - Pdf](#)

4. OLD BUSINESS

- a. Downtown Awards Night Update
Presenter: Katie Spalding, Board Member
- b. Sponsorship Guide Update
Presenter: Lydia Davis, Economic Development Specialist
[2024 Downtown Clayton Event Sponsorships](#)

5. STAFF REPORTS

- a. Vibrancy Grant Proposal
Presenter: Lydia Davis, Economic Development Specialist
[2024 Vibrancy Grant Proposal](#)
- b. Downtown Events Update
Presenter: Lydia Davis, Economic Development Specialist & Amy Shearin, Community Events & Engagement Coordinator
[2024 Events](#)

6. COMMITTEE REPORTS

7. NEW BUSINESS

- a. New Advisory Board Information
- Orientation Information
 - Bylaws
 - Board Member Contract
 - Board Member Code of Conduct
 - Annual Report Tentatively scheduled for October

Presenter: Lydia Davis, Economic Development Specialist
[Advisory Board Member Requirements](#)
[Code of Conduct for Members of Appointed Boards](#)
[DDA By-Laws ADOPTED 01022024](#)

8. PUBLIC COMMENTS

9. ADJOURN



**Town of Clayton
Downtown Development Association Advisory
Board Minutes
Monday, December 11, 2023 at 6:00 PM
Wooten - Town Hall**

Board Members Present:

Lila Reiber
Marty Kornegay
David Millican
Cameron Collidge
Matthew Kagel
Katie Spalding
Greg Adamson
Paul Auclair
Christi Thompson - Joined virtually

Board Members Absent:

Dan Barbour
Erin Belcher
Joel Tew

Staff Present:

Lydia Davis, Economic Development Specialist
Patrick Pierce, Economic Development Director
Porter Casey, Town Council Liaison

1 CALL TO ORDER

Meeting was called to order at 6:04pm by Greg Adamson, Vice Chair, in the absence of Christi Thompson, Chair.

2 ADJUSTMENT OF THE AGENDA**3 APPROVAL OF MINUTES**

- a) Approval of November 13, 2023 Minutes
Presenter: Christi Thompson, Chair

The November 13 Minutes were approved as presented.

Motion made by: Lila Reiber
Seconded: David Millican
All Approved.

4 OLD BUSINESS

- a) 2024 Sponsorship Guide Development Update

Presenter: Greg Adamson/Matt Kagel

Greg Adamson, as chair of the Organization Committee + Matt Kagel, as president of the 501c3, open a conversation about the 2024 sponsorship guide:

- The committee was to get feedback from the promotions committee on this guide as it relates to events
- They are going to review numbers to make sure metrics, pricing, etc. are still good and relevant offerings.
- BBQ Challenge needs to be added to the guide
- Design should be reworked from last year to be better for digital/PDF attaching versus for print - goal is to do a one pager with all the high level information.

b) Volunteer Program Development Update

Presenter: Cam Coolidge

Cam led a conversation on what had been discussed related to a formalized volunteer program to this point:

- Having one basic list of event dates and volunteer slot descriptions
- Lydia will send the current list of Downtown Volunteers and the sign up genius link to Cam to view
- Finding a way to incentivize volunteers in an official program
- having an onboarding/upcoming event communication process
- Recruitment of local student organizations, groups etc.

c) Downtown Awards Night Event Update

Presenter: Katie Spalding

Katie gave an update that the Downtown Awards Night is scheduled for Feb 6th from 6pm-9pm. Cam has volunteered to serve as the DJ to provide music and entertainment for the night. Cost for Brick and Mortar is approximately \$38/pp + fees for bartenders so a small group will be working on developing an event description, ticket structure, etc.

5 NEW BUSINESS

a) Social District Taskforce Update

Presenter: Lynn Auclair, Taskforce Member

Lynn Auclair presented on behalf of the Social District Taskforce information on what a social district is and what that may look like in Clayton. Generally, all of the items in the presentation were supported by the Board. The Board ultimately decided to make a motion to recommend the creation of a social district to Town Council:

Motion made by: Paul Auclair

Seconded by: Cam Coolidge

All were in favor minus one board member (Lila Reiber) that chose to abstain from voting.

A few additional notes were provided from the board for consideration:

- Adding additional trash and recycling receptacles near the exits
- Using signage with QR codes to the website for more info both throughout the district and inside of establishments
- DDA would like to explore purchasing the door decals for businesses, while it is on the participating permittee's to purchase appropriate cups and stickers. The sticker will be a pre-designed template that can be printed through the permittees desired vendor.
- Writing the time should be strongly encouraged on the sticker
- DDA would also like to explore hosting a spring bar crawl as the official "launch" of the district.

- b) Façade Grant Application - Clayton Chamber of Commerce
Presenter: Lydia Davis, Economic Development Specialist

The Clayton Chamber of Commerce/clayton Banking Building facade grant (qualifying for up to \$7,500) was approved as presented.

Motion made by: Christi Thompson
Seconded by: Matt Kagel
All were in favor.

6 STAFF REPORTS

7 COMMITTEE REPORTS

8 PUBLIC COMMENTS

9 ADJOURN

Meeting was adjourned at 7:14pm

Motion made by: David Millican
Seconded by: Lila Reiber

2024 Downtown Clayton Event Sponsorships

Concerts

Friday, May 17

Jimmy Buffet Tribute

Thursday, June 20

EW&F Tribute

Thursday, August 15

All-Female Country

Friday, September 6

80s Tribute

Family Movie Night

September - TBD

Square to Square

July 4

BBQ Challenge

September ???

Christmas Village

December 5



Your Partner in Downtown Development

The Clayton Downtown Development Association (CDDA) is a 501-c-3 not-for-profit dedicated to improving downtown. CDDA works closely with the Downtown Development advisory board that advises the Town Council on issues that impact the Downtown District, including preserving and enhancing the character of Clayton's Downtown District; protecting the historic significance of the buildings, facilities, and spaces within the Downtown District; educating citizens and business people about the value of the Downtown District; promoting the Downtown District as a place to invest; serving as a review and advisory committee to the Town of Clayton Town Council; and implementing projects that enhance and protect the Downtown District.

ClaytonDowntownDevelopment@gmail.com



CONCERT SERIES

Friend of Downtown Sponsor \$800

- Company recognition on Facebook event, social media posts, and webpage while promoting each concert (4)
- Company Recognition on event signage on the day of event

Supporting Sponsor \$1,500 (3)

All "Friend of Downtown Sponsor Benefits" plus:

- Company recognition by CDDA representative at the beginning of the sponsored concert and during intermissions
- Option to set up a 10x10 booth at each Concert
- 20 beer tickets for the 2023 concert series

Presenting Sponsor \$2,250 (1)

All benefits listed about plus:

- Top billing company LOGO on all marketing
- Company logo on Concert Series Beverage cups
- Opportunity to attach company banner to stage at each concert (banner provided by sponsor)

Exclusive Beer Sponsor \$3,500 (1)

- All benefits of presenting sponsor + exclusive opportunity to sell beer at each concert



BBQ CHALLENGE

Friend of Downtown Sponsor \$500

- Company recognition on Facebook event, social media posts, and webpage while promoting each movie night (2)
- Company Recognition on event signage on the day of event

Supporting Sponsor \$1,500 (3)

All "Friend of Downtown Sponsor Benefits" plus:

- Company recognition by Emcee at the beginning of the Event
- Option to set up a 10x10 booth at the event
- Sponsor 1 specific award category
- 10 tickets to the event

Presenting Sponsor \$5000 (1)

All benefits listed about plus:

- Top billing company LOGO on all marketing
- Opportunity to attach company banner to stage at event (banner provided by sponsor)
- 20 tickets to the event

Sponsor both to market to 5,000+ people this summer PLUS the Downtown Clayton, NC Facebook page has over 15K followers that you will be marketing to leading up to the event



SQUARE TO SQUARE

Friend of Downtown Sponsor \$400

- Company recognition on Facebook event, social media posts, and webpage while promoting event
- Company Recognition on general event signage on the day of event

Activity Sponsor \$950 (3)

Directly sponsor 1 specific activity at the event day-of

All "Friend of Downtown Sponsor" Benefits plus:

- Company LOGO on Signage will be on display at the specific activity (people will be able to view while waiting in line/visiting that attraction)
- Recognition by DJ throughout event over loud speaker
- 10 x10 promotional space at event

All activities assigned on first come, first served basis

Presenting Sponsor \$2,250

All Benefits above plus:

- Top Billing Company LOGO on all marketing and event signage through out the Square to Square Footprint

These events average 5,000+ people per event!



CHRISTMAS VILLAGE

Friend of Downtown Sponsor \$400

- Company recognition on Facebook event, social media posts, and webpage while promoting event
- Company Recognition on general event signage on the day of event

Activity Sponsor \$950 (3)

Directly sponsor 1 specific activity at the event day-of

All "Friend of Downtown Sponsor" Benefits plus:

- Company LOGO on Signage will be on display at the specific activity (people will be able to view while waiting in line/visiting that attraction)
- Company recognition on event program (appx. 750 distributed)
- Recognition by Emcee throughout event over loud speaker
- 10 x10 promotional space at event

All activities assigned on first come, first served basis

Presenting Sponsor \$2,250

All Benefits above plus:

- Top Billing Company LOGO on all marketing and event signage through out the Christmas Village Footprint
- Company LOGO on event program
- Opportunity to provide banner to put on stage at the tree lighting



CONCERT SERIES

Friend of Downtown Sponsor \$800

- Company recognition on Facebook event, social media posts, and webpage while promoting each concert (4)
- Company Recognition on event signage on the day of event

Supporting Sponsor \$1,500 (3)

All "Friend of Downtown Sponsor Benefits" plus:

- Company recognition by CDDA representative at the beginning of the sponsored concert and during intermissions
- Option to set up a 10x10 booth at each Concert
- 20 beer tickets for the 2023 concert series

Presenting Sponsor \$2,250 (1)

All benefits listed about plus:

- Top billing company LOGO on all marketing
- Company logo on Concert Series Beverage cups
- Opportunity to attach company banner to stage at each concert (banner provided by sponsor)

Exclusive Beer Sponsor \$3,500 (1)

- All benefits of presenting sponsor + exclusive opportunity to sell beer at each concert



MOVIE NIGHT

Friend of Downtown Sponsor \$400

- Company recognition on Facebook event, social media posts, and webpage while promoting each movie night (2)
- Company Recognition on event signage on the day of event

Supporting Sponsor \$900 (3)

All "Friend of Downtown Sponsor Benefits" plus:

- Company recognition by CDDA representative at the beginning of the Movie Night
- Option to set up a 10x10 booth at each Movie

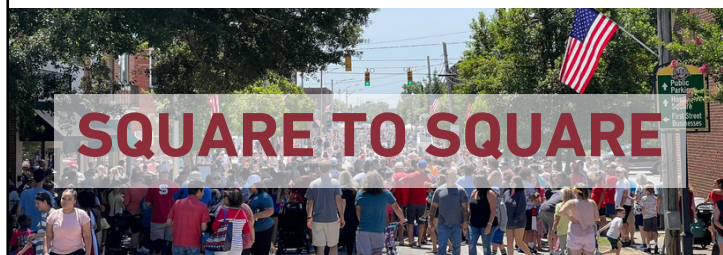
Presenting Sponsor \$2,250 (1)

All benefits listed about plus:

- Top billing company LOGO on all marketing
- Opportunity to attach company banner to stage at each Movie (banner provided by sponsor)

Concerts & Movie Nights average 800 attendees PER event!

Sponsor both to market to over 5,000 people this summer + the Downtown Clayton Facebook page has over 15K followers



SQUARE TO SQUARE

Friend of Downtown Sponsor \$400

- Company recognition on Facebook event, social media posts, and webpage while promoting event
- Company Recognition on general event signage on the day of event

Activity Sponsor \$950 (3)

Directly sponsor 1 specific activity at the event day-of

All "Friend of Downtown Sponsor" Benefits plus:

- Company LOGO on Signage will be on display at the specific activity (people will be able to view while waiting in line/visiting that attraction)
- Recognition by DJ throughout event over loud speaker
- 10 x10 promotional space at event

All activities assigned on first come, first served basis

Presenting Sponsor \$2,250

All Benefits above plus:

- Top Billing Company LOGO on all marketing and event signage through out the Square to Square Footprint

These events average 6,000 people per event!



CHRISTMAS VILLAGE

Friend of Downtown Sponsor \$400

- Company recognition on Facebook event, social media posts, and webpage while promoting event
- Company Recognition on general event signage on the day of event

Activity Sponsor \$950 (3)

Directly sponsor 1 specific activity at the event day-of

All "Friend of Downtown Sponsor" Benefits plus:

- Company LOGO on Signage will be on display at the specific activity (people will be able to view while waiting in line/visiting that attraction)
- Company recognition on event program (appx. 750 distributed)
- Recognition by Emcee throughout event over loud speaker
- 10 x10 promotional space at event

All activities assigned on first come, first served basis

Presenting Sponsor \$2,250

All Benefits above plus:

- Top Billing Company LOGO on all marketing and event signage through out the Christmas Village Footprint
- Company LOGO on event program
- Opportunity to provide banner to put on stage at the tree lighting

Vibrancy Grant Proposal

January 2024 - DDA Design Committee

Overview;

- \$12,500 in the Town's Economic Development Department Budget to use by June 30, 2024
- Separate and different from current Façade Grant Project as this is ended to be smaller, quicker turnaround, "Blanket" type of improvement projects

Structure Proposal:

- Smaller scale project than the Façade Grants
 - Approximately \$250 each = 50 per year
- Different application process than facade grants to create a "bulk participation model" versus rolling application model
 - Essentially, DDA/Town pick a project and announce, from there, businesses can request acceptance into this project round for 30 days. At the end of that 30 days the Town will bulk order materials needed and businesses being awarded will be notified. They will need to confirm they still want to participate and acknowledge the upkeep of said project/materials
 - Priority given on a first come/first served basis
 - This could be a quarterly project, twice a year, etc. depending on budget, project selected and participation
- All projects under the vibrancy grant project would be "Town Sponsored" and ultimately decided on by DDA/Town Staff. Businesses do not have to participate in each round and could submit suggestions to the program throughout the year.
- Depending on the project, grant could be applied for by the tenant or the property owner as long as all requirements to participate are met (determined on project by project basis)
- Project example ideas:
 - New high-quality Downtown Branded A Frames for retailers
 - New welcome/door mats
 - Nice pots for plants
 - New mailboxes
 - New suite/address numbers for all businesses willing to install them
 - Mums for everyone in the fall
 - Lighting related projects
 - Etc. – let me know what thoughts you have!
- This would be intended for ground floor businesses only as this program is intended to create a large visual impact to the public and anything accessed internally/via an upstairs suite would not fit in with that motivation and therefore is not eligible. (we may need to work on some language here, but ultimately businesses could apply and then NOT be selected for this reason)
- Benefit of running the program this way is that it easily differentiates it from the façade grant program and allows us to see "bulk" improvements at one time by not having a rolling basis application and assigning specific projects we think would be the most impactful.

RHETORICAL EXAMPLE:

- Project announced March 1 – New Planters for businesses with spring flowers, if the business commits to keeping planters looking nice throughout the rest of year; Based on budget and assumption that this will cost about \$350/business, max of 35 businesses will be accepted
- Application closes March 31
- Announcement of awarded businesses April 19
- Acceptance from awarded business due by April 25
- Delivery of materials by June 1
- Announcement of next project in August after the new fiscal year

2024 SPECIAL EVENTS



March 23rd - Easter Egg Hunt

April 13th - Flower Fest

April 26th - Arbor Day Event & Family Movie Night

May 11th - Run the Branch 5K

May 17th - Downtown Concert

June 15th - Juneteenth Celebration

June 15th - Summer Reading Launch

June 20th - Downtown Concert

July 4th - Square to Square Street Festival
& Independence Day Fireworks

August 15th - Downtown Concert

September - Family Movie Night*

September 6th - Downtown Concert

October 19th - Fall Fling

October 24th-27th - Harvest Festival
By the Clayton Chamber of Commerce

October 31st - Downtown Clayton Trick-or-Treat

November 4th - Veterans Day Ceremony

December 5th - Christmas Tree Lighting & Village

December 14th - Clayton Christmas Parade
By the Clayton Rotary Club

December 19th - Merry Municipal

**The date for Family Movie Night will be announced later this year.*



**STAY TUNED FOR EVENT DETAILS, INCLUDING
TIMES, LOCATIONS, AND ACTIVITIES.**

TOWN OF CLAYTON



TOWN OF CLAYTON

Advisory Board Member Requirements

The Town of Clayton requires each of the Advisory Boards to follow the same rules as the Town Council. Kindly read the summary and return a signed copy to the Clerk of the Board. Please contact the Clerk to the Board or the Town Clerk if you have any questions.

It is critical for the success of the Town's boards that all members attend the meetings regularly. Please be aware of our attendance policy. All Board Members are expected to attend regular and special called meetings. An appointed Board Member who misses more than (3) unexcused consecutive regular meetings, or a total of four (4) such meetings during the year, loses his status as a member of the Board. Absences due to sickness, death, or other emergencies of like nature shall be regarded as approved absences and shall not affect the member's status on the Board, except that in the event of a long illness or other such prolonged absence, the member may be replaced. After a Board Member misses more than four unexcused meetings, the Clerk's Office will send a letter of termination to the Board Member and will notify the Town Council Liaison, Clerk to the Board and Board Chair.

Please let the Clerk to the Board or the Town Clerk know if your address, phone number or email address changes.

Please note that all emails, texts or other writing regarding board business may be considered a public record. Public records must be provided upon request and in a timely manner to anyone who requests them.

Board meetings are public meetings and must comply with all open meetings laws. In consideration of the volunteers' time, we ask that you keep meetings to an hour or less.

I, _____, have read and understand the above requirements.

Name: (Printed): _____ Signature: _____

Date: _____ Board: _____



TOWN OF CLAYTON

Code of Conduct for Member of Appointed Boards

WHEREAS, advisory boards are an integral part of the process of good local government and, through their advisory role, they help ensure that the Town Council is better informed when making decisions; and

WHEREAS, in order for advisory boards to serve their intended function and purpose, it is critical that the members thereof conform to those standards of ethical and professional conduct that warrant the trust of the Mayor and Town Council members and the citizens of Clayton.

NOW, THEREFORE, each advisory board member for the Town of Clayton shall be expected to maintain the highest ethical standards and to conform his or her conduct to those specific standards set forth herein.

Code of Conduct

Section 1.

Board members should obey all laws applicable to their official actions. Board members should be guided by the spirit as well as the letter of the law in whatever they do and shall never use their position for personal gain.

At the same time, board members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. However, in doing so, board members:

- a) shall be mindful that they were appointed by the Mayor or Town Council to a Citizen Advisory Board and, therefore, if they are advising or advocating a position that is contrary to a Council policy, that they notify the Mayor, Town Council, and Town Manager of such as soon as practicable;
- b) who serve in an advisory capacity shall be mindful that their chief responsibility is to advise the Mayor, Town Council, Town Manager, and appropriate Department Director rather than to advocate to the public at

large, particularly when the position of advocacy is contrary to or inconsistent with a Council policy;

- c) shall understand that they hold a position of trust on behalf of the Town and its citizens; and
- d) shall assert policy positions and opinions on matters within or related to the jurisdiction and subject matter of the body on which they serve only through the transparency of official proceedings of the body or in a capacity and manner appropriate for a member of such body. Board members shall not represent their individual views as being representative of the full body unless they have been formally authorized by the body to do so.
- e) These requirements are particularly important to chairpersons who must recognize that they are authorized to speak for the body only to the Mayor, Town Council, Town Manager, or Department Directors.

Section 2.

Board members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values;
- Exhibiting trustworthiness;
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner;
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others;
- For board members who act in a quasi-judicial capacity, disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves;
- Treating other board members and the public with respect and honoring the opinions of others even when the board members disagree with those opinions;
- Showing respect for their offices and not behaving in ways that reflect badly on those offices;
- Recognizing that they are part of a larger group and acting accordingly; and

- Abiding by any rules of procedures or other guidelines for the conduct of their boards.

Section 3.

- a) Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach and they should not use their official position for personal gain. Although opinions may vary about what behavior is inappropriate, the Town Council will consider impropriety in terms of whether a reasonable person who is aware of all of the relevant facts and circumstances surrounding the board member's action would conclude that the action was inappropriate.
- b) If a board member believes that his or her actions, while legal and ethical, may be misunderstood, the official should seek the advice of the Town Manager and should consider publicly disclosing the facts of the situation and the steps taken to resolve it (such as consulting with the Town Manager).

Section 4.

Board members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Board members should meet attendance expectations and be prepared for all meetings. Board members should be willing to bear their fair share of the body's workload. To the extent appropriate, they should be willing to put the Town's interests ahead of their own.

Section 5.

Board members should conduct the affairs of their board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to them or Town's employees. In order to ensure strict compliance with the laws concerning openness, the Mayor and Town Council have made it clear that an environment of transparency and candor is to be maintained at all times in the governmental unit.

Section 6.

Sanctions

Following any review of an allegation against a member of a citizen advisory board, the Town Council may choose to remove a member in their sole discretion.

ACKNOWLEDGEMENT

I acknowledge that I have received, read and understand this Code of Conduct for Members of Appointed Boards. I further acknowledge and understand that failure to comply with this requirement hereof shall be grounds for having my appointment rescinded. Finally, I acknowledge and understand that as a member of an appointed board of the Town of Clayton, I am to hold myself to the highest ethical standards. If I am unsure whether an action that I have taken or may take is consistent with this code of conduct, I will promptly notify the Clerk to the Board.

Name: (Printed): _____ Signature: _____

Date: _____ Board: _____

**TOWN OF CLAYTON
BY-LAWS GOVERNING THE
DOWNTOWN DEVELOPMENT ASSOCIATION
ADVISORY BOARD**

ARTICLE I

NAME

- (a) Name. The name of the Association shall be the Clayton Downtown Development Association Advisory Board (hereinafter referred to as the "Board"). The Board shall continue to serve and exist unless and until official action is taken by the Town Council for the Town of Clayton to abolish or modify the Board.

ARTICLE II

PURPOSE/MISSION

- (a) Purpose. The purpose of the Board shall be to support the Clayton Downtown Development Association, Inc., a 501-c-3 not-for-profit and advise Town Council on issues which impact the Downtown District. This includes preserving and enhancing the character of the Clayton's Downtown District; protecting the historic significance of the buildings, facilities, and spaces within the Downtown District; educating citizens and business people about the value of the Downtown District; promoting Downtown District as a place to invest; serving as a review and advisory committee to the Town of Clayton Town Council; and implementing projects that enhance and protect the Downtown District.
- (b) With the purposes noted above, the Board shall serve as the operations unit for the Clayton Downtown Development Association, Inc, a 501-C-3 not-for profit.

ARTICLE III

NATURE OF THE BOARD

- (a) The nature of the Board shall be to work on behalf of the Town of Clayton and to serve its interests and desires in relation to the goals and priorities established by the Town Council for the Town of Clayton within the purpose defined above.
- (b) The Board shall hold no assets, collect no fees, nor function in any way as a business organization, or a regulatory body.

ARTICLE IV

MEMBERSHIP

- (a) Appointments. Board Members shall be selected from applications submitted to the Town of Clayton. Members of the Board shall be appointed by the Clayton

Town Council. Membership shall consist of thirteen (13) members, eleven (11) regular members and two (2) alternates. Representation shall be provided for the extraterritorial jurisdiction (ETJ) with as broad a representation of the community as possible. In-town candidates shall have a preference over ETJ candidates. Appointments will be made for this Board through the established procedures in the Appointment to Advisory Boards Procedures policy.

- (b) Interviews. Interviews for this Board shall follow the established procedures in the Appointment to Advisory Boards Procedures policy.
- (c) Ex-officio Member. The Town Council shall appoint a Council Member to serve as an ex-officio member. The ex-officio member will not have a vote on items coming before the Board. The Town Council shall also appoint a staff member (liaison) to this Board.
- (d) Alternates. The process for appointing alternates shall follow the procedures in the Appointment to Advisory Boards Procedures policy. The alternates appointed to the Board will fill the position of Board Members that are absent at a meeting. The alternates will not have a vote on items coming before the Board unless they are filling in for a Board Member. Alternates are required to attend each scheduled meeting. In the case there is a resignation, death or otherwise, an alternate will fill that vacancy automatically. The Board Chair will nominate an alternate to fill the vacancy; Board Members shall approve this nomination.
- (e) Length of Appointment. Terms for all members shall be for three (3) years. The terms will begin on January 1st and expire December 31st, except for the ex-officio from the Town Council who will serve concurrent with his/her term of office.
- (f) Terms of Office. Board Members may serve for no more than two consecutive terms. Board Members may be appointed to the Board once a single year has passed since last serving on the Board. Board Members appointed to fill a vacancy may serve two consecutive terms after the expiration of their term.
- (g) Vacancies. Whenever a vacancy occurs by resignation, death or otherwise, this vacancy shall be filled in June of each year by the Town Council, following the procedures in the Appointment to Advisory Boards Procedures policy. The appointee shall serve for the duration of the unexpired term.
- (h) Removal of Members. Any member of the Board may be removed with or without cause, at any time, through a request from the Board to the Town Council or directly by the Town Council.
- (i) Resignation. The resignation of Board Members must be provided in writing to the Clerk's Office.

- (j) Changes to By-Laws. With majority vote of the membership, proposed changes to the By-Laws shall be submitted to the Town Council for review and approval. Changes to the By-Laws do not take effect until final approval is granted by Town Council.
- (k) Conduct. Members of appointed boards shall, at all times during the course of their board membership, conduct themselves in a professional and ethical manner. Board members shall be respectful to other board members, public officials, and members of the public. They further shall abide by any rules of procedures or other guidelines for the conduct of their boards. Board members shall not use their official positions for personal gain.

ARTICLE V

APPOINTMENT OF CHAIR AND VICE-CHAIR

- (a) Officers. The appointment of a Board Chair and Vice-Chair, for the ensuing year, shall take place at the pleasure of the Board such that they are named at the March meeting each year. The mention of new officers shall be on the January agenda of each year; no action will be taken at this meeting. The Chair and Vice-Chair shall be appointed upon majority vote of the Board. Nominations may be made by any Board member. Officers shall serve a one-year appointment with eligibility for reappointment. In the event an officer's appointment to the Board is terminated, a replacement to this office shall be appointed by the Board at the next meeting.

ARTICLE VI

DUTIES

- (a) Chair. The Chair shall preside at meetings and shall retain full voting rights. The Chair may call a special meeting with a minimum of forty-eight hours written notice to the Board. The Board Chair shall serve as an ex-officio member of standing committees. It shall be the duty of the Chair to provide information for the meeting agendas to the Clerk to the Board, or designee.
- (b) Vice-Chair. The Vice-Chair will serve in the absence of the Chair with all the same authority/rights of the Chair. Should the Chair resign or otherwise become unable to fulfill the duties of office during an elected term, the Vice-Chair shall assume the post.
- (c) Clerk to the Board. It shall be the duty of the Clerk to the Board, or designee, to record the minutes of each meeting. In accordance with G.S. § 143-318.10(e), the Board shall keep full and accurate minutes of all official meetings.

ARTICLE VII

MEETINGS

- (a) Meetings. Regular meetings shall be held by the Board on a date and time based on a calendar adopted annually by the Board and filed with the Town Clerk. This calendar shall be created by the Clerk to the Board or designee. This calendar shall be on the November agenda and voted on by a majority of the Board. In the event no business is pending and no agenda is developed, a meeting may be canceled. In accordance with NC GS 143-318.10, these are official meetings and are open to the public.
- (b) Business of the Board. Business of the Board shall take place in the course of an official meeting. An official meeting shall only take place in the presence of a quorum at regular scheduled or properly called special meetings.
- (c) Special Meetings. Special meetings may be called by the Board Chair or upon written request from a majority of the Board.
- (d) Quorum. A quorum shall consist of a simple majority of the total membership of the Board. A quorum of the Board shall be in attendance before action of an official nature can be taken.
- (e) Order of Business. The order of business, unless otherwise noted by the Board Chair, or designee, shall include:
 - 1. Call To Order
 - 2. Adjustment of the Agenda
 - 3. Approval of Minutes
 - 4. Staff Reports
 - 5. Old Business
 - 6. New Business
 - 7. Committee Reports
 - 8. Public Comments
 - 9. Adjourn

ARTICLE VIII

ATTENDANCE

- (a) Absences. All Board Members are expected to attend regular and special called meetings. An appointed Board Member who misses more than (3) unexcused consecutive regular meetings, or a total of four (4) such meetings during the year, loses his status as a member of the Board. Absences due to sickness, death, or other emergencies of like nature shall be regarded as approved absences and shall not affect the member's status on the Board, except that in the event of a long illness or other such prolonged absence, the member may be replaced. After a Board Member misses more than four unexcused meetings, the Clerk's Office will send a letter of termination to the Board Member and will notify the Town Council Liaison, Economic Development Director, Clerk to the Board and Board Chair.

- (b) Attendance Record. The Clerk to Board, or designee, shall maintain the attendance record, including attendance at regular meetings, work sessions, and special called meetings.

ARTICLE IX

ORGANIZATION

- (a) Establishment of Special Committees. The Board shall be organized into the following standing committees with the purposes as noted:

- 1) Organization Committee. The purpose of the Organization Committee is to foster Downtown District as the Town's center of activity, and to ensure its economic stability through historic preservation, communication, education, promotion, and economic revitalization. The Organization Committee provides the stability necessary to build and maintain a downtown program that is well structured, well-funded and committed to the future of the heart of Clayton. The Organization Committee is responsible for monitoring the financial and logistical aspects of the Clayton Downtown Development Association, Inc. a 501-C-3 not-for-profit.
- 2) Design Committee. The purpose of the Design Committee is to evaluate the downtown environment and recommend physical improvements to buildings, businesses and other public infrastructure. This activity often requires consensus among independent business owners and property owners to bring about positive aesthetic change. These improvements shape the physical image of downtown to create a place that is attractive to shoppers, investors, business owners, and visitors. Much of this work occurs in partnership with the Economic Development Department and in one-on-one relationships with members of the downtown community, property owners, business managers, Town staff, and elected officials.
- 3) Promotion Committee. The purpose of the Promotions Committee is to promote the Downtown District as the center of activity, commerce, culture, and community for both residents and visitors. Developing and maintaining an image campaign, educating retailers about and encouraging joint retail promotions, and special events help achieve the goals of this committee.
- 4) Economic Vitality Committee. Maintaining the economic vitality of the Downtown District is the purpose of the Economic Vitality Committee. The committee members develop a thorough understanding of the economic condition in the Downtown District and use that understanding to gain both public and private sector support and involvement. Utilizing the unique skills and resources of each sector, the committee implements a well-planned and comprehensive strategy to gradually improve downtown's economic foundation.

- (b) All board members are required to serve on at least one Committee. In no instance should there be any less than two board members on any Committee. As necessary, the Chair shall establish, with the advice and consent of the Board, special sub-committees. The Chair and/or Vice-Chair shall be an ex-officio member of any special sub-committees.

- 1) The Chair may, as needed, establish special sub-committees without necessity of revision to, or amendment of these by-laws.

ARTICLE X

REPORTS

- (a) Board Chair Reports. The Board Chair will ensure an Advisory Board report is provided to the Town Council at least annually. This report will address activities, recommendations and/or issues of concern. In the event there is nothing to report to the Town Council, then the Board Chair will send an email or written memo to the Mayor with copies to the Town Manager and the members of the Board. This report shall be reported to the Town Council by October of each year.

DDA By-Laws, Amended 6/19/2006; Amended 6/07/2010, Amended 12/5/2016, Amended 9/16/2019, Amended 6/5/2023, Resolution #2023-96 passed 12/4/2023

Town of Clayton



Advisory Board Member Information/Orientation

Revised October 25, 2023

Open Meetings Law Information

What is the public policy of North Carolina concerning meetings of public bodies?

The North Carolina General Assembly has declared it to be the public policy of North Carolina that the hearings, deliberations, and actions of public bodies be conducted publicly.

What are public bodies?

Groups that are required to hold their official meetings publicly ("public bodies") include government authorities, boards, commissions, committees, councils, or other bodies. The law applies to all these bodies of the State, or of one or more counties, cities, and school administrative units, constituent institutions of the University of North Carolina, or other political subdivisions or public corporations in the State. These groups are public bodies if they have two or more members, if their members are elected or appointed, and if they exercise a legislative, policy-making, quasi-judicial, administrative, or advisory function. N.C.G.S. § 143-318.10(b) & (c)

What are official meetings?

An official meeting is a meeting, assembly, or gathering together of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, voting upon public

business, or otherwise transacting public business.

Are all meetings covered?

No. Only official meetings. An official meeting of a majority of the body's members -- in person or electronically -- to conduct a hearing, deliberate, take action or otherwise transact the public's business. And a court has said "deliberate" means to examine, weigh and reflect upon the reasons for or against a possible decision. If a body is only receiving information, that counts.

What about conference calls and electronic communication that might be considered deliberating or conducting official business?

Conference calls are covered. A chat room meeting or other similar electronic communication would count as an official meeting. A message sent from one member of a body to all of the others would not -- it's like posting a message on a bulletin board. A gray area lies between those two examples. If the others were to reply to a message and then copy each other, and then more responses followed, the "conversation" may constitute an official meeting.

Are workshop meetings, agenda meetings, retreats and work sessions covered?

Yes. These meetings, in which the board can be informed about matters and discuss them but not take final actions, are less formal than regular meetings but are considered official meetings and are open to the public. Even if the board does nothing but receive information, the meeting is public.

Can a board majority gather informally or socially without constituting an "official meeting?"

Social gatherings are allowed, but boards are not permitted to use these events as an excuse to deliberate outside of the public eye. Meals that a board regularly takes together, for example, are considered official meetings, unless they are strictly social and no business at all is transacted.

Can a board chair meet individually, and privately, with each member to discuss a public matter?

Yes. However, the law also says a board must not essentially take action through these individual meetings.

What kind of public notice is required for official meetings?

Notice is required for all public meetings. The Open Meetings Law contains detailed procedures that public bodies must follow to give the public advance notice of their official meetings. Requirements differ

depending on whether the official meeting is a regular meeting, a meeting other than a regular meeting, or an emergency meeting. N.C.G.S. § 143-318.12

What are regular meetings, and what notice is required?

Regular meetings are those held at a set time and location on a regular basis. The regular meeting schedule must be maintained in a central location. If the government entity has a website, the regular meeting schedule must also be posted on their website. A public body is not required to set a regular meeting schedule. If they do not set a regular meeting schedule, then their meetings would be considered special meetings.

To change the regular meeting schedule, a revised schedule must be filed at least seven days before the first meeting for which it applies.

What are special meetings, and what notice is required?

Special meetings are official meetings that are not emergency meetings, recessed meetings or regular meetings. The law required boards give at least 48 hours of notice for special meetings, stating the date, time, place and purpose of the meeting. Notice must be posted on a government's principle bulletin board, if it has one, or the door of the board's usual meeting place. Notice must also be provided to everyone who has submitted a written request for notice (also known as the "sunshine list") and placed on the

government entity's website if they have one.

What are emergency meetings, and what notice is required?

Public bodies may call emergency meetings if there are generally unexpected circumstances that require immediate consideration by the public body. At an emergency meeting, the public body may consider only the business connected with the emergency circumstances. N.C.G.S. § 143-318.12(b)(3)

A government entity must notify all news media that has requested notice of meetings of emergency meetings. Other than municipal government, there is no minimum time period for providing this notice, and practically, the meeting may occur as soon as the members can gather. Municipalities are required by law to provide a six hour notice to governing board members.

What are recessed meetings, and what notice is required?

A governing body may recess a meeting during the meeting itself (in open session) by stating the date, time and location of the recessed meeting. No additional notice is required for recessed meetings.

Must public bodies keep minutes of official meetings?

Every public body is required to keep full and accurate minutes of all official

meetings (including closed sessions). Such minutes may be in written form or, at the option of the public body, may be in the form of sound or video and sound recordings.

What are the civil remedies for violations of Open Meetings Law?

Any person may bring a civil court action against a public body for past violations or possible future violations of the Open Meetings Law.

If the person bringing a suit shows that the public body violated or is going to violate the Open Meetings Law, the court may issue an injunction. An injunction may prohibit a threatened violation of the law, or prevent past violations of the law from recurring. As with the Public Records Law, the Attorney General's Office has no enforcement authority with respect to the Open Meetings Law. Only a court may enforce this law. N.C.G.S. § 143-318.16(a)

Note: While the Attorney General's Office may answer questions about open meetings' issues, they do not have enforcement authority. Only a court may enforce this law.

Are all public bodies subject to the Open Meetings Law?

The Open Meetings Law specifies several public agencies or organizations that are not subject to the law. For example, the term public body does not include (1) a meeting solely among the professional

staff of the public body, or (2) the medical staff of a public hospital.

CLOSED SESSIONS

May a public body ever hold a closed session of an official meeting?

The Open Meetings Law permits public bodies to exclude the public from certain portions of official meetings. These are referred to as closed sessions. The subjects that may be discussed and the actions that may be taken in closed sessions are listed specifically in the Open Meetings Law, and only these things may be considered during a closed session. N.C.G.S. § 143-318.11

What are the permitted purposes for holding closed sessions?

The Open Meetings Law says that a public body may hold a closed session during one of its official meetings only when a closed session is required to prevent public disclosure of the following types of information: legally confidential information, honorary degrees, scholarships, prizes and awards, attorney-client discussions, location or expansion of businesses (including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations), contract negotiations, certain personnel matters, and criminal investigations, school violence response plans and anti-terrorism plans. N.C.G.S. § 143-318.11(a)

What is the procedure for holding a closed session?

A public body may hold a closed session only if it first begins an open official meeting after proper public notice. During the open part of the official meeting, the public body must make and adopt a motion to hold a closed session. In making the motion to hold a closed session, the public body must state which of the legally acceptable purposes it is relying upon to justify the closed session. N.C.G.S. § 143-318.11(a)

Are we required to have minutes of closed sessions?

The law requires "minutes" be kept that are "full and accurate" and a "general account" to let a person who wasn't there "have a reasonable understanding of what transpired." A "general account" is intended to provide some sort of record of the discussion that took place behind closed doors, whether action was taken or not. The government entity must make those minutes available for public inspections as soon as the reason for the closed session is no longer valid.

Is a governing board allowed to vote in a closed meeting?

Yes, but the vote must be disclosed in the minutes of the closed session.

Public Records

§ 132-1. Public Record Defined

(a) "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

(b) The public records and public information compiled by the agencies of North Carolina government or its subdivisions are the property of the people. Therefore, it is the policy of this State that the people may obtain copies of their public records and public information free or at minimal cost unless otherwise specifically provided by law. As used herein, "minimal cost" shall mean the actual cost of reproducing the public record or public information. (1935, c.265, s.1; 1975, c.787, s.1; 1995, c. 388, s.1.)

Volunteer Boards – Roles & Responsibilities

PLANNING BOARD

The Planning Board advises Town Council on rezoning, text amendments (a/k/a Ordinance amendment) and Conditional Zoning Districts.

The Board helps to ensure proposed development does not adversely impact the health, safety, and welfare of Clayton, assuring the protection of the Town's character and providing high quality development. Decisions are based not just on the ordinances, but on resources such as the Strategic Growth Plan and other adopted documents, as well as project-specific information such as traffic impact analysis or housing and marketing studies. Following their review, the Board provides a recommendation to the Town Council to assist them while making a final decision.

Meetings are held the fourth Monday of the month at 6:00 p.m. in the Town Council Chambers located at 111 East Second Street, unless otherwise noted.

PARKS & RECREATION ADVISORY BOARD

This board serves as the advisory board for the Town of Clayton's Parks and Recreation Department and for the Town.

This board will suggest policies and those involved with the Town government and the Parks and Recreation Department on things directly affecting recreation policy, programs, personnel, finances, and the sell and acquisition of lands that affect the community recreation programs and its long-range, projected programs.

You will also see members helping out at different events and programs that are sponsored by the Parks and Recreation Department.

Meetings are held the second Monday of the month at 6:00 p.m. at the Clayton Community Center which is located at 715 Amelia Church Road, unless otherwise noted.

PUBLIC ART ADVISORY BOARD

The Public Art Advisory Board was established to form a collection of artistic works for the community to enjoy and dress up the public spaces in the Town.

This Board specifically works with artists who loan or gift artwork to the Town and makes recommendations to the Town Council for the creation of a Public Art Program. This Board has the responsibility for making recommendations to the Town Council for all art acquisitions and exhibitions of artwork in the Town.

Meetings are held the third Tuesday of the month at 5:00 p.m. in the Wooten Room of the Clayton Center located at 111 East Second Street, unless otherwise noted.

HOCUTT-ELLINGTON LIBRARY ADVISORY BOARD

The Town of Clayton Library Board holds meetings throughout the year to determine the direction in which the library can best serve its patrons.

The Library Board is an advisory body to our municipal library which is funded by the Town of Clayton. The Board will serve as a liaison between the Library Department, Town Manager, Town Council, and community. The Board will consult/advise the Library Director, Town Manager, Deputy Town Manager and Town Council in matters affecting library policies, programs and many other issues related to the library.

Meetings are held the third Thursday of every other month (odd numbered months) at 5:30 p.m. at the Hocutt-Ellington Memorial Library at 100 S. Church Street, unless otherwise noted.

BOARD OF ADJUSTMENT

The Board of Adjustment serves to interpret the Town's ordinances and policies for unique situations or special cases. The Board decides whether to grant variances – deviations from what the Town's ordinances allow. The Board is also responsible for Administrative Appeals. The Board is a "quasi-judicial" board, which means the Board's power is above that of the code enforcement officer, but below that of the court system.

Meetings are held the third Wednesday of the month at 6:00 p.m. in the Town Council Chambers located at 111 East Second Street, unless otherwise noted.

CLAYTON DOWNTOWN DEVELOPMENT ASSOCIATION ADVISORY BOARD

The purpose of the Clayton Downtown Development Association (CDDA) is to preserve the character of the Downtown Clayton area, to protect the historic significance of the buildings, facilities, and spaces within Downtown Clayton and to educate citizens and business owners about the value of the history of Downtown Clayton.

The group also works to promote Downtown Clayton as a place to invest for the preservation and promotion of historic quality, unique features and historic landmarks.

The CDDA is an 11-member Town Council-appointed advisory committee that includes citizens who live inside the town limits, business people with interests in the Downtown Clayton area, property owners within the Downtown District of Clayton, or other people with knowledge or abilities deemed beneficial to the purpose of the Association by the Town Council. The Association works on behalf of the Town of Clayton and serves the Town's interests in relation to the goals and priorities established by the Town Council for the Town of Clayton. The goals of the CDDA are to:

- Protect and strengthen the business, cultural and entertainment environments in downtown Clayton
- Provide services to those who shop, play and work in downtown Clayton.
- Serve as the voice of businesses and property owners in downtown Clayton with local and state entities.
- Support and coordinate long-term planning for downtown Clayton.

Meetings are held on the second Monday of each month at 6:00 p.m. in the Wooten Room of the Clayton Center located at 111 East Second Street, unless otherwise noted.

FIRE ADVISORY BOARD

The Fire Department Advisory Board helps to ensure that there are enough personnel, revenue, and equipment for the protection of life and property of the Town and Claytex Fire District.

They are also a way to communicate between the Clayton Fire Department membership, the Fire Chief, and the Town Council. This Board assists the Fire Chief with various aspects from resources and budget planning to ensure that relations with the membership remain open and productive.

Meetings are held the fourth Thursday of every other month (odd numbered months) at 6:00 p.m. at Fire Station One located at 325 West Horne Street, unless otherwise noted.

Town of Clayton – Council Members

The Town of Clayton has a Council-Manager form of government with the Mayor and a five-member Town Council. Elections for the office of Council Member are held at two-year intervals in November of odd-numbered years. Elections are non-partisan and all Council Members are elected for four-year terms. The Mayor is elected for a four-year term at the same time elections for Council are held. The Council sets Town policies, enacts ordinances and appoints both the Town Manager and Town Clerk.

Mayor

Jody McLeod
Cell Phone: 919-291-5662
Email: mayor@townofclaytonnc.org
Term Expires: December 2027

Mayor Pro Tem

Michael Sims
Cell Phone: 919-482-5130
Email: msims@townofclaytonnc.org
Term Expires: December 2025
Council Liaison to Fire Advisory Board

Council Member

Ruth Anderson
Cell Phone: (984) 310-6758
Email: randerson@townofclaytonnc.org
Term Expires: December 2027
Council Liaison to Board of Adjustment and Recreation Advisory Board

Council Member

Andria Archer
Cell Phone: 919-477-1483
Email: aarcher@townofclaytonnc.org
Term Expires: December 2025
Council Liaison to Planning Board

Council Member

Porter Casey
Cell Phone: 919-395-2607
Email: pcasey@townofclaytonnc.org
Term Expires: December 2025
Council Liaison to Downtown Development Advisory Board and Public Art Advisory Board

Council Member

Gretchen Williams
Cell Phone: (984) 310-6757
Email: gwilliams@townofclaytonnc.org
Term Expires: December 2027
Council Liaison to Library Advisory Board

Department Heads / Staff

Administration Department

Rich Cappola – Town Manager

Lee Barbee – Deputy Town Manager

Dolores Gill – Deputy Town Manager

Cultural Arts

Steven Langston – Executive Director

Customer Service

Ann Game – Customer Service Director

Economic Development

Patrick Pierce – Economic Development Director

Finance Department

Robert McKie – Finance Director

Fire Department

David Ranes – Fire Chief

Human Resources

Kenya Wall - HR Director

Information Systems

John Mack – Information Systems Director

Inspections/Engineering

Joshua Baird – Engineering Director

Legislative

Heidi Holland – Town Clerk

Library

Joy Garretson – Library Director

Police Department

Greg Tart – Police Chief

Parks and Recreation

Matt Lorion – Acting Parks & Recreation Director

Planning Department

Conrad Olmedo - Planning Director

Public Information Office

Nathaniel Shelton – Communication Director

Public Works - Operations Center

Allen Turnage – Electric Department

Tim Robbins - Public Works Director

Definitions

Agenda

Tool that facilitates the business of the public body in an orderly fashion and enables citizens to know what is to be discussed during a meeting.

Evidentiary (Quasi-Judicial) Hearing

An agenda item that has been advertised and noticed according to law. During an evidentiary hearing, only sworn testimony and other credible evidence may be presented. In addition, the decision is based upon findings of fact based upon the evidence presented. Citizens may give testimony in an evidentiary hearing **after** they have taken an oath or affirmation.

Minutes

The minutes are the official legal record of council actions and are a matter of public record. To be 'full & accurate' (NC GS 160A-72; NC GS 143-318.10(e)), they must include all actions taken by the council and must note the existence of conditions needed to take action, such as the existence of a quorum. However, the minutes need not record the council's discussion. Particular comments by members or other persons may be included in the minutes if the council so desires. Since the council usually takes action by motion, all motions that are made must be included in the minutes, along with a record of the motions' disposition.

Ordinances

The laws of the municipality that have been enacted by the Clayton Town Council and are expressed in written form. An ordinance sets forth the standards that govern throughout the community.

Public Body

Any authority, board, commission, committee, council, or other body of state or local government that meets both of two conditions:

- At least two members **AND**
- Authorized to exercise at least one of the following five functions:
 - Legislative
 - Policy-making
 - Quasi-judicial
 - Administrative
 - Advisory

Public (Legislative) Hearing

An agenda item has been advertised and noticed according to the law thus allowing persons to state their view. After receiving public comment, the item is turned over to the Council for discussion and action.

Recessed Meeting

A meeting that is continued to a later date.

Town Boards

Includes the Town Council and Council appointed boards and committees. This does not include work groups and staff committees.

Advisory Board Appreciation

As a member of a volunteer board for the Town of Clayton, you are entitled to join the Local Government Federal Credit Union and enjoy all the advantages of being a member. Please contact Heidi Holland, Town Clerk, for an application.

As a way to say thank you and show our deep appreciation for your commitment and dedication, we hold an Annual Advisory Board Appreciation Event. The event is held in December and is open to all board members and their guest. This is a great opportunity to get to know members of other volunteer boards.



Thank You!