



DDA Board of Directors
Hamtramck City Hall, 3401 Evaline Street
Zoom Meeting
Regular Meeting - Minutes
August 18, 2021 6:05-7:05 p.m.



Zoom Meeting
<https://us02web.zoom.us/j/89050002929>

Meeting ID: 890 5000 2929
Passcode: 024475
One tap mobile
+13126266799,,89050002929#,,,,*024475# US (Chicago)
+19292056099,,89050002929#,,,,*024475# US (New York)

1. Call to order meeting was called to order @ 6:12

2. Roll call

Andrew Dow -- Present
Lawrence Ingram -- Present
Mark J. Hausner -- Absent
Vincent Szymborski -- Present
Dr. Shamiran Golani -- Absent
Joan Bittner -- Present
Mayor Majewski -- Absent
John Grossi, -- Absent
Andrew Kopietz -- Present
Milo Madole, -- Absent
Abdulaziz Jobeh, -- Present
Ahmad Al-Hasan -- Present

3. Pledge of Allegiance to the Flag

4. Public Comment & Introduction of Public (*two minutes per person limited to DDA issues*)

a. Lara Sfire – The Film Lab.org

b. Roberto Baltodano, SBA

5. Approval of Agenda – Add or Delete Items

a. Andy Dow made a motion to approve the agenda, seconded by Ahmad Al-Hasan Motion approved

6. Approval of Minutes (July 2021)

a. Andy Dow made a motion to approve the agenda, seconded by Ahmad Al-Hasan Motion approved

7. Treasurers Report

a. Mr. Szymborski reported that expenses for the month were nominal, with \$20 for FB posting and salary expenses for the DDA manager.

SECTION I: AGENDA ITEMS – For Discussion/Action/Information

1. Presentation by Roberto Baltodano on Small Business Administration Disaster Relief Loan program with a focus on business relief.
 - a. **Mr. Baltodano provided the Board with a very informative presentation which is targeted at Business owners and property owners with flood damage issues in Wayne and Livingston counties. Presentation will be sent to the Board for future reference.**
2. Update on the DDA member database.
 - a. **Mara presented the progress of the data base creation. Much progress has been made. It is now an active document which in term must be uploaded to the CRM solution.**
3. Review the Community Development Organization Checklist and agree on a baseline analysis (Appendix A).
 - a. **Sent to Board. Comments due Friday 8/20/21**
4. Decide a date and time to hold monthly Economic Vitality and Design subcommittee meetings. Meeting members: Lawrence, Mark, Vince, John, Andy Dow, Abdulaziz.
 - a. **Meeting set for 8/25 @5:30 via Teams**
5. Consider issuing a resolution stating that the Hamtramck Downtown Development Authority will act as the Hamtramck Main Street Organization, thereby becoming the Hamtramck DDA and Main Street Board of Directors.
 - a. **Motion by Andy Dow seconded by Vince Szymborski to adopt the suggested verbiage as in motion above. All supported.**
6. Review the DDA's Bylaws before September 2021 meeting (Appendix B).
 - a. **Board will review the By-Laws as presented and respond with comments for the next Board Meeting.**

SECTION II: OTHER ITEMS

1. Chairman's Report (*2 minutes*)
 - a. **Mr. Szymborski asked all members to attend the upcoming Labor Day Festival. A great chance to interact with the Merchant Community and residents.**
2. Member' Report (*5 minutes*)
 - a. **Ahmad asked about the missing banners, there are approximately 15 banners. Consideration for some type of sponsorship. It was determined that the Organization and Promotion Committee will follow up**

ADJOURNMENT

Motion for adjournment at 7:30. By V. Szymborski Seconded by Joan Bittner. All in favor

APPENDIX A

Community Development Organization Checklist

This checklist outlines the fundamental criteria and best practices for community development organizations. It is intended to help you identify the foundational strengths of your community development organization and to prioritize opportunities for organizational development. The goal of the checklist is to provide a baseline to measure progress in the organization's ability to serve the needs of the commercial district.

This tool is informed by community development organization best practices. Each section offers statements that, if true, reflect the practices and behaviors of a high-performing organization.

INSTRUCTIONS

- Provide the tool to each of your community development organization Board members and/or leaders (staff and non-staff).
- Establish and communicate a deadline for completing the checklist.
- Respondents will read each statement and consider its applicability to your organization. There are three possible answer choices:
 - Sustain
 - *Select this answer if your organization actively and consistently demonstrates this criterion and has processes in place to support and maintain operations.*
 - Grow
 - *Select this answer if your organization has taken steps toward actively and consistently demonstrating this criterion and recognizes that work needs to be done to ensure success.*
 - Start-up
 - *Select this answer if your organization does not demonstrate this criterion and might need to consider this a priority for organizational development.*
- Gather the completed checklists and compile the results. You will look for how closely, or how far apart are the individual responses. Note where there is alignment, and where responses diverge.
- Hold a meeting to review and engage in a dialogue about the compiled results. Guiding questions might include:
 - *What might you be noticing about these results?*
 - *What stands out?*
 - *What results, if any might require more exploration?*
- Ask organization members to individually select the top three criterion they believe most important to address over the next twelve months. Record these criteria on chart paper. Open the floor for additional dialogue or input. Provide each member with three votes (the “dot” method works well for this purpose) and have them select their top three from the compiled list. The three criteria with the most votes are the areas the organization will focus on for its development activities over the next twelve months.



COMMUNITY DEVELOPMENT ORGANIZATION CHECKLIST

This tool is intended to help you identify the foundational strengths of your Community Development Organization in order to prioritize opportunities for organizational development. Rate your Community Development Organization in each of the following criteria.

Criteria	Start-up	Grow	Sustain
DISTRICT ASSESSMENT			
Organization focuses on one targeted geographic area and the district Boundary is defined			X
A map denoting the district in relation to any other local district exists			X
The business and activity mix of the district has been evaluated through the completion of a building and business inventory			X
A map denoting the activity mix of the district on first and upper floors exists			X
A Business and Building Inventory exists for the district			X
Organization has read, evaluated and uses existing planning documents, market studies, surveys, development plans and the zoning ordinance for the district			X
ORGANIZATIONAL STRUCTURE AND CAPACITY			
Organization has a management structure and organizational chart			
The board of the organization is composed of a diverse group of stakeholders from the district			
The organization has professional, paid staff			
Organization has defined roles and responsibilities within the district that differ from and compliment the work of other organizations			
Organization has a vision and goals for the district that is supported by consensus from key stakeholders			
Organization utilizes volunteers to accomplish some projects/programming			
Organization works to cultivate a strong volunteer base			
STAKEHOLDER ENGAGEMENT			
Organization has buy-in and support from district business owners, property owners and residents			
Organization has buy-in and support from other community organizations			
Organization has buy-in and support from the local municipality			
Organization communicates regularly with key stakeholders to gain support and encourage engagement and participation in organization's efforts			
Organization has identified other community organizations and/or local service providers that exist to support the district and communicates regularly with them			
Organization knows where to go for resources and support, when needed			
BUDGET AND FUNDRAISING			
A budget exists to support projects and programming for district revitalization			
The line-items in the budget directly support the organization's strategic plan			
Organization has a plan to increase revenues through fundraising efforts such as an Annual Sponsorship Program, events, merchandise, individual pledges and contributions			
PROJECTS AND PROGRAMMING			
Organization has a Strategic Plan and/or Organization develops and implements strategic projects and programming designed to support the vision and goals for the district			
Projects and programming are aligned with and support existing planning documents, market studies, surveys, development plans and the zoning ordinance			
Organization assists and provides resources to real-estate development activity occurring in the district			

Organization assists and provides resources to small businesses and entrepreneurs in the district			
Organization assists and provides resources for building and/or façade rehabilitation within the district			
Organization assists and provides support for cleanliness and beautification efforts in the district			
Organization assists and provides support for public space and/or public art within the district			
Organization assists and provides support for events in the district			
Organization assists and provides support for the place-based marketing of the district			

What are the greatest strengths of your organization and/or district:

What challenges is your organization and/or district facing:

What are your organization's and/or district's greatest opportunities for improvement:

APPENDIX B