

**West Liberty Business Association - Meeting Minutes**  
October 8, 2015, 7:30a.m. @ Liberty Gathering Place

**Present:** President, Margaret Hager (A Needle Pulling Thread), Vice President, Diana Wilkins (Kara Lynn's), Secretary, Katie Neer (Solomon's Garage), Treasurer, Julie Bodenmiller (Civista Bank),  
Members: Michelle Neer (MCC Thrift), Sherry Forsythe (Highland Country Store), Cindee Boyd (Village Clerk), Mike White (CT Communications), Bob Rabenstein (Rabenstein Electric), Other: Paul & Lucia Ober (Save the Tree Organization), Doug Oelker (Save the Tree Organization and Bicentennial Group)

**Minutes:** Katie did not have minutes prepared for the August meeting. They will be available next month.

**Financial Report:** Julie provided a Financial Report dated October 2. Income YTD is \$7887.39 and Expense YTD is \$3,882.45. The current bank balance is \$5,336.38.

**Christmas in the Village:**

Tree Lights / Décor - The lighting of the pine tree south of the Town Hall building was discussed at length. In the end, it was decided that the Save the Tree Organization will be in charge of raising money, purchasing lights and lighting the south tree. Bob Rabenstein and Rabenstein Electric, as part of the Town Hall Restoration Phase 2, will provide updated electrical hookups for the south tree Christmas lights at the Town Hall. The West Liberty Business Association will continue to light the pine tree north of the Town Hall with the lights that were installed on that tree and used last year. Rabenstein Electric will continue to decorate the Village at Christmas time with the wreaths, Mark Nelson will continue to put up the garlands. Rabenstein will be compensated for their efforts this year, as they have volunteered their time for the past 25 years. Margaret will place an order for updated garlands.

Parade – the theme this year will be “Favorite Christmas Songs”. Participants are encouraged to decorate floats along with the theme. Katie Neer will share the Parade Entry Form via our email list. Please submit entry forms to Diana Wilkins (Kara Lynn's). The Grand Marshall of the parade will be Bob Rabenstein. John Pond will be asked to announce the parade again this year. We need at least 2 volunteers at the park – 1 to stay with participants and 1 to run the order and entry forms to John Pond.

Advertising – Margaret will have Ashley prepare a Christmas flyer and have it printed. Katie will prepare a press release 1-2 weeks before parade as that went well for the Tour of Homes. Katie will have Berry Digital Solutions update the Christmas schedule on mywestliberty.com and share it on Facebook. Sherry pointed out that the Christmas in the Village Open House continues on Saturday Nov 28<sup>th</sup> not just Fri the 27<sup>th</sup> and the website should be updated accordingly.

5k – Mark Nelson is organizing the 5k.

Santa – Nancy Smith is going to take over the Santa part. Margaret will coordinate with her. Margaret will coordinate with Conrad Hostetler, Fire Chief, about clearing out the firehouse for Santa. Margaret will work with Marie's Candies on candy canes.

Meal – It was decided that the soup dinner is not as popular as it once was, it is a lot of work and costs a lot of money. We would like to have a group selling hot chocolate and hot dogs or perhaps have food trucks set up during the parade and festivities. Katie will work on this. She will talk to Quest church since they set up last year and she will work with Cindy Woodruff on food truck connections.

**Tour of Homes:** Katie and Margaret provided an update. Submitting a press release worked well for advertising with the local papers. There will be a tour guide preparation meeting Thurs Oct 15 and Tour is Sat Oct 17. Everyone is encouraged to attend and spread the word.

**Other:**

- A feather flag to advertise mywestliberty.com will be purchased - prices were provided and a decision will be made and it will be ordered.
- Time did not allow for discussion of the Bicentennial plans, which will fall in 2017. Tami Wenger, Deborah Piatt, Doug Oelker, Katie Neer and some members of Historical Society are forming a committee to do this. The Business Association is encouraged to get involved.
- The Village Council asked the Business Association to put \$250 towards a public restroom sign to be placed outside the Town Hall. That was approved.
- West Liberty brochures are nearly gone. We will need to have updated ones printed.
- Katie will work with Berry Digital Solutions to get realtor page up on mywestliberty.com.
- Since it has been so dry and it is harvest, the downtown is dirty and dusty. Business owners /building owners are reminded that they are responsible for keeping up their portions of the sidewalks.
- People's have been popping popcorn every Friday and occasionally grilling out, and that adds some excitement in the downtown. Kudos!

Margaret made a motion to adjourn the meeting and Katie seconded it. **Our next meeting will be November 5, 2015 at 7:30a.m. at Coffee Matters.**