

MAIN STREET ADVISORY BOARD MEETING Gonzales Municipal Building 820 St. Joseph Street, Gonzales, Texas Tuesday, October 25, 2016–5:30 p.m.

AGENDA

CALL TO ORDER AND CERTIFICATION OF QUORUM

PUBLIC COMMENTS

The public comments section of the meeting is for citizens to address the advisory board as a whole

APPROVAL OF MINUTES

1. Approval of September 27, 2016 Minutes

ITEMS TO BE CONSIDERED

- 2. Election of Officers
- 3. Discuss and Consider Small Business Saturday, November 26, 2016
- 4. Discuss and Answer Criteria #5 of the Texas Main Street Program 10 Criteria Report
- 5. Discuss Program of Work for 2017
- 6. Discuss and Consider any action regarding Promotion Committee
 - a) Winterfest
 - b). Concert Series
- 7. Discuss and Consider any action regarding Christmas Decorations
- 8. Discuss and Consider any action regarding Organization Committee
- 9. Discuss and Consider any action regarding Design Committee
- 10. Discuss and Consider any action regarding Economic Vitality Committee

STAFF/COMMITTEE REPORTS

- 11. Manager's Report
- 12. Financial Report
- 13. Set Date and Time for Next regular meeting.

AJOURN

I certify that a copy of the October 25, 2016 agenda of items to be considered by the Gonzales Main Street
Advisory Board was posted on the City Municipal Building bulletin board on the 20th day of October
2016 at 2:00 a.m(p.m. and remained posted continuously for at least 72 hours proceeding the
scheduled time of the meeting. I further certify that the above agenda was removed on day of
, 2016 at am/pm. I further certify that the following News Media were properly notified of the
above stated meeting: Gonzales Inquirer, and Gonzales Cannon. The Mayor and/or City Council have been

invited to attend and/or participate in the following event. Although a quorum of the members of the City Council
may or may not be available to attend this event, this notice is being posted to meet the requirements of the Texas
Open Meetings Act and subsequent opinions of the Texas Attorney General's Office. It is the opinion of the City
Attorney's office that this meeting is being held and conducted in accordance with Chapter 551 of the Texas
Government Code

Barbara Friedrich, Main Street Administrator

The meeting facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at (830)672-2815 for further information.

10 TIPS FOR HOLIDAY SHOPPING SUCCESS – SMALL BUSINESS SATURDAY® AND BEYOND

By Rhonda Abrams



This article contains advertising content.

October 4, 2016 For many businesses, holidays are the make-or-break season, but this crucial time of year can easily sneak up on you. It's time to get ready now, before you get overwhelmed by the day-to-day holiday rush. Remember, more than a third of shoppers begin their holiday purchases by Halloween¹, so get in front of customers and prospects now to help set yourself up for a successful Small Business Saturday and make 2016 your best holiday season yet!

How can you make the most of the holidays in your small business?

- Get your name out there. If ever there's a season and a reason to step up your marketing, it's the holidays.
 Make sure customers and prospects remember you. Reach them through your social media channels (go ahead and boost some of those posts), start sending out email newsletters to your mailing list, and take out ads in local newspapers (and yes, many shoppers still read newspapers especially 'hyper-local' papers serving specific neighborhoods).
- 2. Leverage Small Business Saturday. Small Business Saturday is now one of the biggest shopping days of the year. Customers specifically focus their attention on the small and local businesses that are such an important part of their communities and they're ready to spend money. Small Business Saturday is also a fun shopping day for many families, so make sure you're an active part of it. Proudly display Small Business Saturday marketing materials to help customers remember that it's great to "Shop Small" all year long. (You can download them for free at www.ShopSmall.com/GetReady (http://www.shopsmall.com/GetReady). Terms apply.)
- 3. Work together. Banding together with other local businesses especially on Small Business Saturday brings attention and draws customers to your locale. Work with a Small Business Saturday Neighborhood Champion to help plan and participate in local events. Your neighborhood doesn't have a Champion yet? You can apply to become a Neighborhood Champion for your neighborhood/community at www.shopsmall.com/rally (https://www.americanexpress.com/us/small-business/shop-small/rally).
- 4. Plan in-store events. On Small Business Saturday and during the entire holiday season, customers are looking for things to do (especially with kids). Plan events in your store or location. These don't have to be big parties, just something interesting or fun. Independent bookstores have been leveraging Small Business Saturday to have in-store author events on the day and independent gyms have sponsored special free classes. Be creative!
- 5. Create bundles. Solve your customers' gift shopping dilemmas by creating gift bundles (some pre-wrapped are great!). Select products by themes: "for him" "for her" "for your pet." Customers spend more when they find gifts conveniently wrapped together. Here's another advantage to bundles: they're not easily available from

discounted online retailers, which help you make the sale. Bundles aren't just for retailers. Restaurants can prewrap gift cards with a menu or grocers can bundle a gift card with a shelf-stable food item.

- 6. Get social in person and on social media. It's a social season, so it's time to socialize, both in person and online. During the holidays, opportunities abound to meet new customers. Attend community, industry, and neighborhood holiday parties and bring lots of business cards. Now's the time to step up your social media activities and get in on the conversation around holiday shopping. Suggest cute or unique gifts or holiday survival tips. If customers have liked you on Facebook, Instagram, Twitter, Pinterest, LinkedIn, make sure you're busy posting throughout the holidays. And be sure to use the hashtags #ShopSmall throughout the season and #SmallBizSat before and on Small Business Saturday to join the conversation on the day.
- Remember existing customers. Want customers to remember you? Remember them:
 Send greeting cards to your customer, prospect, and vendor lists. Give affordable gifts to your best customers

Throw a VIP holiday party or open house early in the season Invite your best customers to one-on-one lunches or dinners as a thank you Choose a "customer of the week" and feature them on social media Give a charitable donation in a valuable customer's name

- 8. Sell through ecommerce. Just as in physical shops, the holiday season is make-or-break time for online retailers. Driving customers to your site and then getting them to buy takes marketing, merchandising, customer service, and even holiday decorations. Merchandise your virtual "windows" by adding holiday themed visuals to your website, creating special holiday landing pages and gift bundles, and updating your website's search engine optimization (SEO). Consider buying search engine ads and offering free shipping on purchases over \$50.
- 9. Get found on mobile. Your customers are using their phones to search for products, get gift recommendations, and look for nearby businesses. Take advantage of the opportunities mobile devices offer. First, make sure you show up when they're looking for a local business like yours by listing your business for free on all search engines and review sites. Then give customers a reason to check in on social media when they're at your place of business like offering a free dessert at a restaurant or a cute place to take a pic in your retail store.
- 10. Turn holiday customers into regular customers. You worked hard to get someone to come to your physical or online location, so find ways to stay in touch with them year round. Look for ways to collect their contact information, especially email addresses and social media handles. You can do that through offering small gifts or discounts when they make a purchase. Ask for permission to add their names to your email newsletter and request they follow you on social media, so you can connect with them in the New Year to let them know of future sales, special events, and new products or services.

I want to help you make this Small Business Saturday and the 2016 holiday season a success and to keep that success going into the New Year. With just a few simple steps, you can help set yourself up for success now and in 2017.

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SHOP SMALL WELCOME STATION

GET READY FOR A WARM WELCOME.



SMALL BUSINESS

INSPIRED BY THE HUTCHINSON AREA CHAMBER OF COMMERCE & TOURISM

This chamber of commerce celebrated the big day by turning the town center into a Shop Small Welcome Station. The Welcome Station provided treats and entertainment to help set the day up for success. This year, you can help your neighborhood Shop Small on Nov 26 by creating a Welcome Station in your town.

THIS EVENT GUIDE INCLUDES

Digital Materials

- ★ Sample Facebook & Instagram posts and cover photos
- ★ Sample Tweets
- ★ Shop Small logos

Printable Materials

- **★** Poster
- ★ You Are Here poster
- ★ Postcards
- ★ Shop Small Shop List
- ★ "How-To" sheet for business owners

HOW TO ORGANIZE THIS EVENT

STEP 1

Visit your neighborhood's small businesses and ask them to help get the whole community excited about your town's Shop Small Welcome Station. Encourage them to participate and come up with a unique offering or form of entertainment on the day.

STEP 2

Print copies of the poster, postcards.

Shop Small Shop List and instructions included in this guide. Hand out around your community and deliver to participating businesses to help promote the event.

STEP 3

Get everyone excited by promoting the event throughout your community and on social media.



GET PEOPLE TO SHOW THEIR SUPPORT FOR OUR TOWN'S SHOP SMALL WELCOME STATION

The Hutchinson Area Chamber of Commerce & Tourism in Minnesota celebrated the big day and gave everyone a fun place to start by creating a Shop Small Welcome Station at the center of their town. This year, we're bringing the idea to our neighborhood by creating a Welcome Station of our own with a customized Shop Small Shop List, treats, and entertainment for all.

HERE'S HOW YOU CAN JOIN IN

- ★ Sign up to take part in our town's Shop Small Welcome Station and get your business on the Shop Small Shop List.
- ★ Think of a fun treat or experience you can offer to shoppers on the day. It can be anything from giving out hot cider and donuts to live entertainment.
- ★ Proudly display your Shop Small Welcome Station poster in your store window to ensure that shoppers know you're participating.

SUPPORT OUR NEIGHBORHOOD'S SHOP SMALL WELCOME STATION AND HELP GET EVERYONE TO CELEBRATE BIG AND SHOP SMALL.



SHOP SMALL WELCOME STATION

GET EVERTHING YOU NEED

TO KICK OFF SMALL BUSINESS SATURDAY®.



#ShopSmall

SMALL BUSINESS SATURDAY

NOV 26

GET BUSINESSES INVOLVED

This folder contains materials to help local businesses participate in your event. Visit the businesses you want to include, explain how the event works, and provide them with the resources they need to participate. You should also encourage them to think about how they would like to thank shoppers for their support on the day.

"HOW-TO" SHEET

Print multiple copies of this page and distribute it to the businesses you want to involve. It gives a brief description of the Shop Small Welcome Station and instructs them on how to prepare for the event.

POSTERS

Print out your posters, fill in the location of your Shop Small Welcome Station, and put them up around town. You can also deliver them to participating small businesses and encourage them to display the posters in their windows. These posters will promote the event and get everyone excited about visiting your Welcome Station.

POSTCARDS

Work with local businesses to offer Small Business Saturday* shoppers something special to incentivize participation. It could be anything from a free cup of coffee to a discount on the day. Remember to include all relevant details of any offer. Print the postcards and pass out around town to get everyone excited about the day.

SHOP SMALL SHOP LIST

Inspire all of your local businesses to sign up to be placed on your Shop Small Shop List. Once you have a list of the small businesses in the community, print it out and distribute around your town. Your Shop Small Shop List will help give shoppers a game plan on the day and ensure that all participating businesses feel the love.





SMALL BUSINESS SATURDAY

NOV 26

SHOP SMALL SHOP LIST

HERE'S A LIST OF PARTICIPATING SMALL BUSINESSES YOU CAN VISIT ON SMALL BUSINESS SATURDAY*.





Criteria #5

Active board of directors and committees/project leaders.

An active board of directors and committees or project leaders are key to the revitalization effort. Regardless of community size, the job is too big for a single Main Street staff member to do on her/his own. The refresh Approach to Main Street revitalization counts on a higher level of volunteer leadership and commitment than ever before.

http://www.preservationnation.org/main-street/about-main-street/main-street-america/the-main-street-approach.html#.V8TTNpgrLIU?referrer=http://www.preservationnation.org/main-street/?referrer=http://mainstreet.org/

The information about your structure collected in this section helps us better understand how your programs are functioning and helps us see trends, patterns, or challenges that may be widespread in our network. We also use this section's information to find best practices that helps us train new managers and volunteers and assist your program overcoming its challenges.

<u>Indicators.</u> Add explanation if needed.
Was this section filled out by the Board?YesNo
There is understanding that a Main Street board is a working board, and that success requires
active volunteer leadership and engagement.
The Main Street board meets monthly on a regular schedule, with posted meetings as
applicable, and agendas.
Provide in this section a copy of minutes and a posted agenda for one meeting.
Meetings generally start and end on time, and the items on the agenda are covered in an orderly
fashion.
In addition to the Board, there are other active volunteers who serve either on particular
projects/activities or on committees, if applicable. In other words, there is a broader base of Main
Street volunteers in addition to the board.
Provide in this section a sample of minutes or meeting notes in each of the four
points. This might be minutes from the Design, Economic Vitality, Promotion and
Organization committees; a planning meeting for a specific project, event, etc.
We have a process for volunteer recruitment, retention, and appreciation (also asked under
Criteria #1).
The Board guides the setting of goals and strategies for the program through a planning
process, and is active in implementing the program's annual Plan of Work.
Board members are aware of their obligations and duties pertaining to their positions.
Stakeholder feedback is solicited and used in the planning process.
Board members support staff and are active participants in helping to carry out the projects and
activities of the program.
There are current bylaws that govern operational aspects of the program.
The program strives to maintain a mix of long-time volunteers, who provide 'institutional
memory' with new volunteers, who can bring fresh ideas and energy.

Contacts.

Attach a list of board members, with contact information. Make sure contact information for the **Board President** is provided.

P	ro	g	re	S	S	
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Provide at least one example of a project or activity that was largely volunteer driven.

Board Participation.

Check here to indicate that the Board participated in completion of this report. (extra 3 points)
What section(s) did they provide insight for:

10 points total

Indicators: 2 points
Sample agendas, minutes: 2 points
Contacts: 1 point
Progress paragraph: 2 points

Extra 3 points if the Board participated in the completion of this report.

Barbara Friedrich

From:

Egon Barthels <egon@guadalupevalleymedia.com>

Sent:

Friday, September 16, 2016 6:25 PM Barbara Friedrich; Barbara Friedrich

To: Subject:

Fwd: Dixie Flag Net Banner Info

Attachments:

In-town Net Banner Pricelist.pdf; ATT00001.htm

Barbara,

In the past, we have considered

A highway banner to erect over US183 to advertise the Concert Series and Star Spangled Spectacular. I had the opportunity to reach out to Jason Rodriguez at Dixie Flag Company in San Antonio to gather pricing information for the Main Street board to review and possibly consider for the 2017 series.

Thank you, Egon Barthels

Egon Barthels
Guadalupe Valley Media
(361) 571 -3466
www.egonbarthels.com
Facebook
Twitter



****Confidentiality Notice:

This email message, including all the attachments, is for the sole use of the intended recipient(s) and contains confidential information. Unauthorized use or disclosure is strictly prohibited. If you are not the intended recipient, you may not use, disclose, copy or disseminate this information. If you are not the intended recipient, please contact the sender immediately by reply email and destroy all copies of the original message, including attachments.

Begin forwarded message:

From: Jason Rodriguez < <u>jason@dixieflag.com</u>> Date: September 16, 2016 at 4:59:08 PM CDT

To: "egon@guadalupevalleymedia.com" <egon@guadalupevalleymedia.com>

Subject: Dixie Flag Net Banner Info

Hello Egon,

Attached is the net banner info you requested. Please let me know if you need anything else or have any questions.

Thank you,

Jason Rodriguez

Sales Associate

Dixie Flag and Banner Company™

P.O. Box 8618/ 1930 N. Pan Am San Antonio, TX 78208

phone: (210) 227-5039 toll free: (800) 356-4085

dixieflag.com jason@dixieflag.com https://www.facebook.com/DixieFlagCo



Special Net Street Banner Pricing for Eligible Local Non-Profit Organizations

Length	Letters	Price
4' x 36'	45	\$ 434.50 + Installation

The standard size for street banners in San Antonio is 4' x 36'. The set price includes solid letters using a simple font and with no more than the suggested number of letters per banner. Additional letters or characters are available at a rate of \$5.80 each. Special lettering and/or designs can be effectively reproduced on net banners at an additional cost. Digitally printed logos or patches, approx. 3'x 4' in size, are available for \$93.50 each, with print-ready art. Art charges may apply. A \$25.00 one-time set-up fee will apply to new banner designs.

Net banners are updateable. Variable information that could change from year to year, like date & time, is displayed on patches (see the yellow date patches pictured below). Patches are sewn out of all-weather nylon. A standard patch change is \$99.00 and includes up to 12 letters. Additional letters are available for \$5.80.

Standard delivery is 3 weeks from customer's approval of artwork.

The standard installation fee is \$171.00. This allows a banner to hang 1-4 weeks prior to an event.

Dixie Flag will store your banners, too. Storage is available for a fee of \$10 per year or per use of each banner.



We are happy to quote from your sketch and/or specifications. Please be sure to specify size, colors, and letter style.

See reverse for sample installation agreement.

Price List Effective August 1, 2016. Prices are subject to change without notice.

*SAMPLE STREET BANNER INSTALLATION AGREEMENT – 87576

ORGANIZATION: St. Leo Church & School festival 2015 Oct 10

Billing Address: 4401 S Flores San Antonio Texas 78214

WEEK OF INSTALLATION: 2/02/16 REMOVAL WEEK OF 2/28/16

Rt. 7070 Pleasanton & Rosebud

Note: The banner(s) will be installed within 5 business days of the scheduled week of install.

Installation price is fixed, regardless of the length of time a banner is up.

PRICE TOTAL (Including Date changes, installation, removal, city permits & Storage):

Price \$ 269.00 Terms paid in full prior to installation

- 1. Net Street Banners are the property of the organization which must be a non-profit and/or community service organization.
- 2. Banner(s) will be installed on the designated date at the designated location subject to the following:
 - A. Availability of the location.
 - **B.** Permission is granted and any required permits are issued by the appropriate civil authorities and/or property owner(s).
 - C. No physical barriers have been erected which in the judgment of the installer create an undue danger to the banner(s) or installer.
 - **D**. Weather conditions permit the safe and/or effective installation of said banner(s).
- 3. Dixie Flag Mfg. Company Agrees to:
 - **A.** Prepare the banner(s) for installation; manufacturing, repairing, and/or updating as needed and as requested by banner owner(s).
 - B. Arrange with a licensed, approved installation company for the banner(s) to be installed.
 - **C.** Apply for any necessary permits and pay any necessary fees in a timely manner.
 - D. Make the banner(s) available to the installer who will install the banner(s) at the designated location(s) on the designated date subject to Conditions under #2 above.
 - E. Receive the banner(s) from the installer on or after the scheduled removal date.
 - F. Inspect the banner(s) for damage, advising the owner in writing of any loss of damage detected.
 - G. Store the banner(s), if requested, for a reasonable time of a storage fee \$10.00 per Installation.

The Owner's Organization Agrees to:

Return one signed copy of this agreement to Dixie Flag Company Before the date the banner is to be installed.

Hold Dixie Flag Company and the installer and/or their agents harmless for any loss or damage to or by the banner or its ties due to weather, vandalism, theft, high moving vehicles or other unforeseen circumstances as any other liabilities that may be incurred by the public as a result of the banner being displayed.

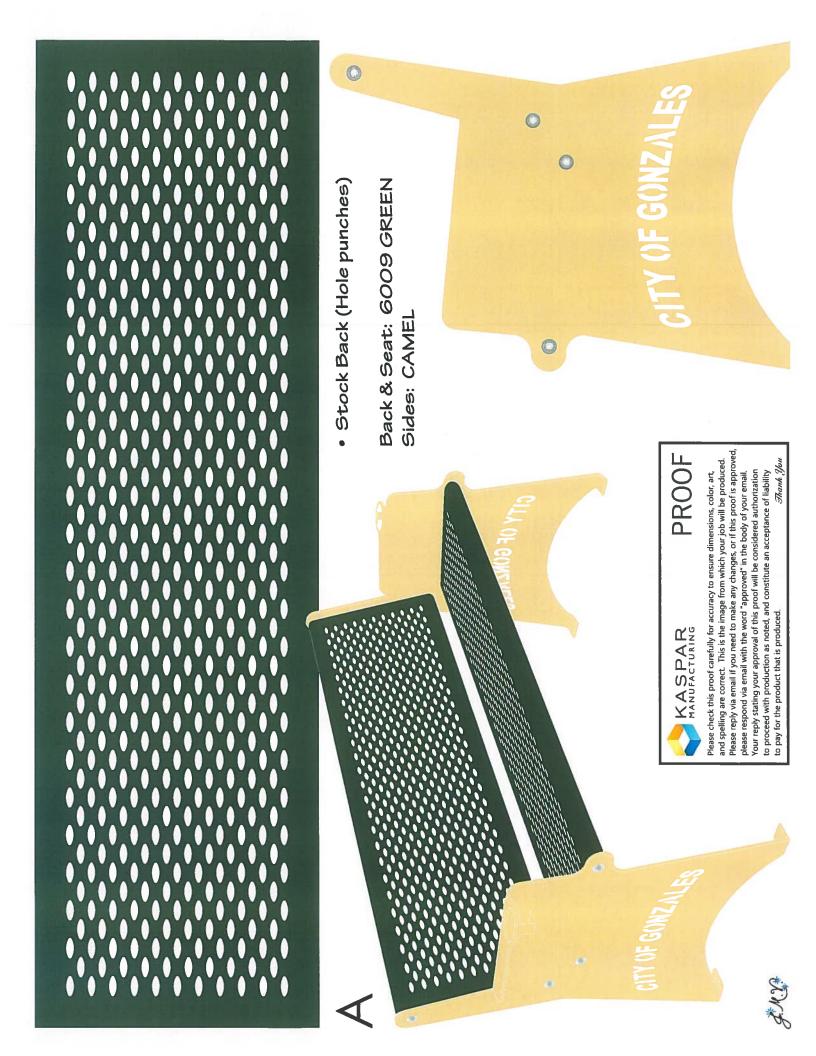
AUTHORIZED SIGNATURES

ORGANIZATION'S OWNER(S) Signature:	<u>-</u>
TITLE: Custom Sales DirectorJackie Garza	DATE:1/15/16

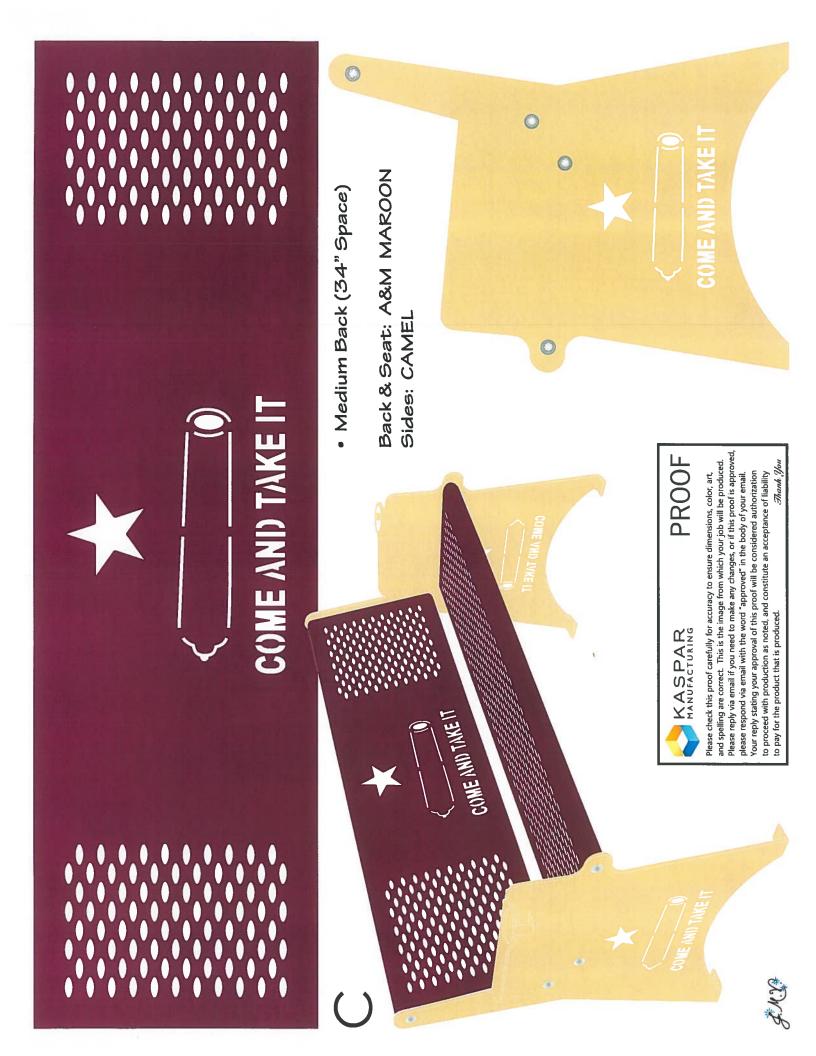
For more information, please contact us at:

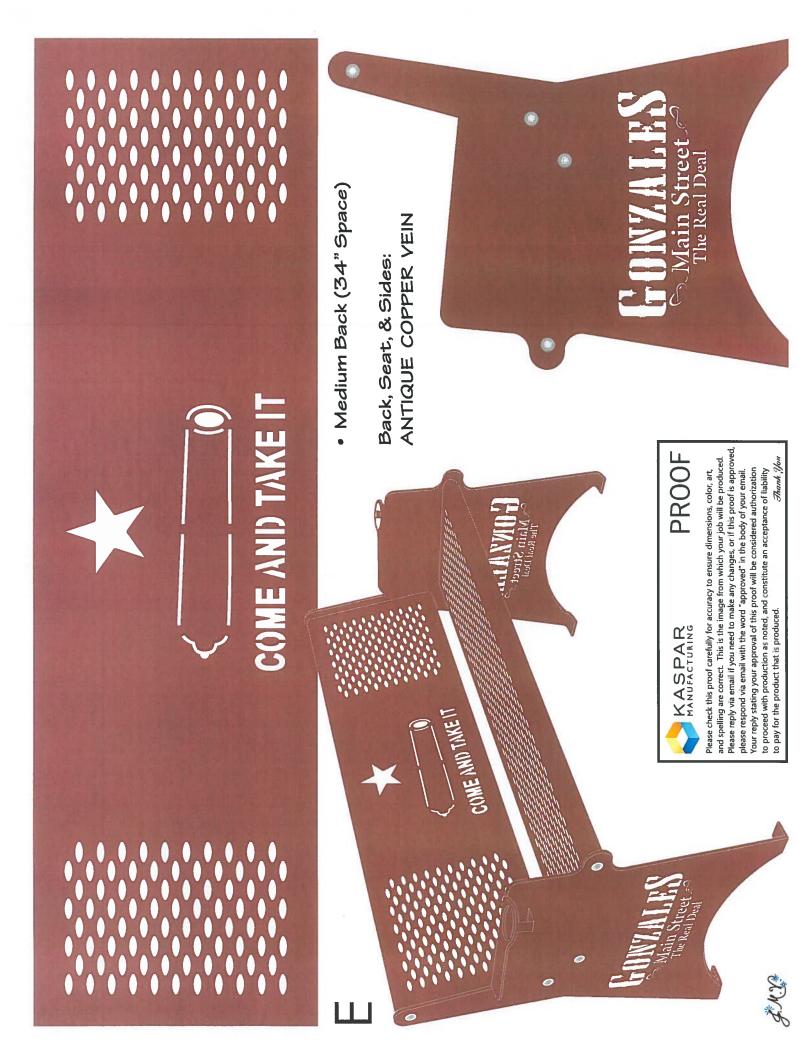
Dixie Flag & Banner Company P.O. Box 8618/ 1930 N. Interstate 35 San Antonio, TX 78208 Email: sales@dixieflag.com Toll Free: (800) 356-4085 Phone: (210) 227-5039











Financial Statement September 30, 2016 Gonzales Main Street, Inc.

Date	Num	Description	Category	Amount
Balance as of 08	3/31/2016			11,069.10
09/08/2016	1962	Egon Barthels	Vendor Cards	-47.21
09/16/2016	ATM	W B Farm & Ranch	Cable Ties	-22.78
09/19/2016	ATM	E-Barr	Hay	-9.00
09/26/2016	ATm	ASCAP	Legal Prof	-22.17
09/30/2016	DEP	Deposit	Concert Series	500.00
Balance as of 09	9/30/2016			11,467.94

Business Improvement Grant September 30, 2016

Date	Num	Description	Category	Amount
Balance as of 08	3/31/2016			4,100.93
09/15/2016	1050	Brent & Jana Christian	Utility Grant	-2,500.00
09/27/2016	DEP	Deposit	GEDC	71,440.00
09/27/2016	252	John Tinsley	Grant	-15,000.00
09/27/2016	251	Paul Neuse	Grant	-4,185.94
Balance as of 09	9/30/2016			53,854.99

Veterans Day Celebration

November 4th, 2016 Veteran Reception begins at 9am Veterans Day Celebration Event Begins at 9:30am

South Side of Apache Field will be open for a Veterans Day Reception @ 9 am All Military Personnel & Veterans are Welcome

Seating available on Field for all Military Personnel & Veterans. Seating for Community guest on 50 yard line bleachers.



In the Event of Rain Relocation @ Gonzales HS Gym