



Historic Valley Junction Foundation Board of Directors
Monthly Meeting
Dec 17, 2024, 5:30 PM

Present:

Directors: Felicia Coe, Mitchell Callahan, Stephanie Trannel, Dr. Vicky Long Hill, Jason Keigley, Savannah Minnick, Chloe Bratvold, Tom Florian, Meredith Wells

City Liaisons: Brad Munford

Staff: Steve Frevert, Larry Kaster

AGENDA

1. Call to Order

2. Consent

- Approval of agenda **Meredith moved to approve the consent agenda, seconded by Jason; Motion passed**
- Minutes of 19 November
- November financials

3. Action Items

- Board and officer elections **Savannah moved and Vicky seconded the following nominations: Jason, President; Chloe, VP; Mitchell, Secretary; Stephanie, Treasurer; Motion passed**
- Mission & Vision statement review **Motion to approved by Savannah, seconded by Meredith; Motion passed**

4. Discussion Items

- Hotel/motel tax funding **Requested \$115,750 last year, received \$80k; last time we received that low was 2015/2016; will request \$125,000 this year.**
- Shared sprinkler system **HVJF is the operator of this shared system. Current insurance, phone line, and monitoring is \$8,200; current insurer will stop providing coverage in April. Our new insurer isn't aware of any provider who will provide this type of coverage; attorney Michael Dayton, who assisted with new board by-laws, is reviewing current sprinkler system agreement and will advise.**
- Sponsorship packet – **Larry shared new packet, which is available at valleyjunction.com and in the board shared drive**

5. President's Report

6. Executive Director's Report

7. Event & Marketing Manager's Report **Larry requested that board members respond to his email listing the dates they are not available for MITJ, will use same scheduling process as 2024**

8. Treasurer's Report

9. Committee Reports

- Design
- Promotion
- Business Improvement

10. City Updates **City Council approved development agreements for La Mich and Bix; 2AU to receive an additional \$12k in funding**

11. WDM Chamber updates

Next Historic Valley Junction Foundation Board Meeting: 5:30 pm Tuesday, January 28, 2025

Shared Board folder: [HVJ - Home \(sharepoint.com\)](#)

The Historic Valley Junction Foundation guides the evolution of the original Valley Junction district in West Des Moines, Iowa by preserving and honoring our historic character, supporting small businesses, and connecting the community.