



**Scenic Sumter Heritage Byway
Corridor Management Entity (CME)**
Minutes from September 18, 2013 meeting
City of Webster
49 SE 1st Street, Webster, FL

- I. Call to Order and introduction of guests:** Meeting was called to order by Dan McCormic (Explore Sumter County). Others in attendance included, Kelly Williams (Mayor of City of Webster), Paul Remis (City of Webster, Dade Battlefield SP, Sumter Historic Society), Bruce Root (SCPW), Judie Mueller (Postmaster Webster), Dawn Cary (Sumter County Chamber of Commerce), Jim Veal Sr. (PanaVista Lodge), Bob Finck (Atkins N.A.), Mike Palozzi (CB&I), Steve Rinck (Dade Battlefield Society), Steve Fisher (FDOT), Garry Balogh (FDOT) and Gayle Teerman (SCORE and Native Americans).

- II. Review of August 21, 2013 Minutes** – Paul made a motion to approve as written. Jim Veal Sr. seconded.

- III. Non-Profit Corporation status - Bob**
 - A. EIN number assigned August 26, 2013** - Checking account opened on 9/11/13 with CenterState bank. The \$500 donation check from Explore Sumter was deposited to open the account.
 - B. Corporate Address-** P.O. Box 6, Webster, FL 33597.
 - C. 501c3 Application needs-**
 1. Bylaws –Motion made to approve the draft by Gayle and seconded by Paul. The document was then signed by Dawn
 2. Budget/Narrative description of activities – The current year and three years in the future are needed for budget requirements. A draft will be emailed to officers for approval. This is a basic budget that the IRS requires upon designation of non-profit status. A more detailed budget will be presented to membership at annual meeting. The narrative description describes who we are, what we do, and what we plan to do in the future.
 3. Schedule to submit-Early October.
 - D. Explore Sumter thank you letter status-**Joyce and Kelly presented a framed letter and photo of appreciation to Jim Wade’s office on 9/17/13.

- IV. Marketing Committee Progress Report (Mike)**
 - A. Designation Celebration Planning** –Saturday, January 25, 2014 at Dade Battlefield State Park. – The CME will need to coordinate the logistics of the event with the Friends of DBSP so they can schedule volunteers and a program if needed. It was suggested that the CME should have a representative attend the Friends of DBSP meeting on November 5th @ 6:30 pm.

1. Invitation List/ Invitation distribution strategy - First round of invites to be emailed out as soon as possible. Will follow up with dignitaries in December if no RSVP received. Kelly will coordinate with Joyce for the Governor's invitation application.
2. Press Release-Completed. To be distributed in 2 time cycles. Early December and 2 Weeks before the event.
3. Bus Tour rejected; however it was suggested to send a map of the byway and requests for guided or self guided tours to dignitaries.
4. Refreshments - Water bottle sponsor secured. Discussion of boy scouts selling hotdogs/hamburgers as a fundraiser. Tabled to next meeting.

B. Byway Partners/Business Sponsorships

1. Byway Partner Signs-Sumter County Public Works donated 5 signs at no cost for use at our Sumter County Chamber lunch presentation on Wednesday, October 9, 2013.
2. Sponsorship Levels/Benefits-discussed the different levels of Partner sponsorships and the annual Friends of the Byway levels. A motion was made by Paul to accept the sponsorship levels. Kelly seconded.

C. Next Marketing Meeting - TBS

- V. Chamber of Commerce Luncheon Presentation- Oct. 9th-** Dawn, Joyce and Dan to make the presentation at the Wildwood Country Resort to approximately 150 attendees. Cost is \$18/person to attend and need to RSVP through the Chamber. Will be allowed 10 minutes for presentation followed by Q&A. The draft PowerPoint presentation will be completed next week for review by committee. Sponsorship information to be sent to Connie Mahon Realty Group for consideration and presentation at the lunch. Member Midway table to be set up in addition to the presentation.
- VI. Facebook Partnership with Explore Sumter-** to be researched to see if these two facebook pages can be combined and managed by the same person.
- VII. Adopt-A-Highway Program-**We have been approved for the two mile section of 476B north of the National Cemetery entrance. Signs are being made and then letter of approval will be sent out.
- VIII. Signing Plan** – The draft of the sign plan has been completed and will be sent to the County Public Works department and FDOT for review next week.
- IX. Florida Scenic Highways Program Report** – Garry indicated the 5 year plan was just approved at the state level. Also discussed a voluntary Accreditation Program available for District 5 byways including training with his consultant group. He will send Dan Accreditation information and possible dates for a training workshop for the CME.
- X. Adjournment**
- XI. Next Meeting:** Wednesday, October 16, 2013, 11:00 a.m. at the Dade Battlefield.

Respectfully submitted by: Dawn A. Cary, Secretary/Treasurer