

**Pembroke Downtown Development Authority  
Pembroke Better Hometown  
Meeting Minutes**

Wednesday, January 10th, 2024  
City Hall  
12:00 noon

➤ **Call to Order**

- Tiffany Zeigler called to Order

➤ **Attendance**

- Tiffany Zeigler and Jeremy Myers
  - Over the Phone: Stephanie Morrison
- Staff Members: Fernanda Camacho Hauser

➤ **Approval of Minutes:**

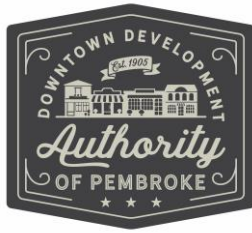
Quorum Not Met

- November Meeting Minutes
- December Meeting Minutes

➤ **Old Business:**

- Main Street Training and Switch to Six
- Main Street Annual Assessment
  - Due January 15<sup>th</sup>
  - Annual Work Plan Meeting

The board completed the Community Self Assessment that is part of the Annual Main Street Assessment. Fernanda Camacho Hauser will input the information to the digital version and obtain Tiffany Zeigler and Chris Benson's signatures once she has submitted the necessary documents to complete the Annual Assessment as well as complete the Main Street America Annual Assessment for the program.



As a result of the annual assessment the board treasurer, Jeremy Myers, and other present board members requested that the monthly DDA financial report be part of the agenda's from now on.

➤ **New Business:**

- Schedule Annual Work Plan Meeting
  - Fernanda Camacho Hauser will send out the survey inquiring about the board's availability to have the meeting prior to the February 13<sup>th</sup> at 5:30 pm Joint Workshop Meeting.
- February Joint Workshop Meeting
  - Fernanda Camacho Hauser informed the board of the Joint Workshop Meeting taking place at the Harn Center at 5:30 pm February 13<sup>th</sup> between the DDA, Pembroke City Council and the Planning and Zoning Board facilitated by the Carl Vinson Institute.

➤ **Open Discussion**

- Stephanie Morrison inquired about the date of the Bryan County Legislative meeting. Tiffany Zeigler explained what the meeting is and will reach out to the president of the Bryan County Richmond Hill Chamber of Commerce to inquire about the event as the City of Pembroke and the Pembroke DDA are customarily invited to attend.
  - Fernanda will email to Stephanie once we receive more information about the event.

➤ **Adjourn**