

# Timnath Main Street

## Board Meeting Agenda

*5:00 PM - Monday, October 6, 2025*  
*4750 Signal Tree Drive, Timnath, Colorado*

**1. Call to Order and Roll Call**

- Roll call

**2. Public Comment**

- Public Comment is a time for the Public to address the MS Board

**3. Consent Agenda**

- Approval of the August 15, 2025 Meeting Minutes
- Revised Bylaws

**4. Outreach Plan**

**5. Other Business**

- Main Street Visualization Project Update
- Tax-Exempt Status Update
- Action Item Progress Update

**6. Next Steps and Adjournment**

- Recap of assigned action items
- Next Meeting: October 27th

**Timnath Main Street  
Board Meeting Agenda**

**5:00 PM - Monday, September 15, 2025**  
**4750 Signal Tree Drive, Timnath, Colorado**

**1. Call to Order and Roll Call**

- **Roll call**
  - Attendees: Allison Keithly, Logan Graves, Brian Skipper, Meaghan Beadle, Katie Gibson, and Jeramie Holt
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**2. Public Comment**

- **Public Comment is a time for the Public to address the MS Board**
  - Dan Etheridge
  -

**3. Consent Agenda**

- **Adoption of Bylaws**
  - Reviewed all bylaws and confirmed them
  - Approved bylaws - Meaghan motioned to approved, Brian seconded, and then all approved
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**4. Colorado Open Meetings Overview**

- **Attorney Notes:**
  - Attorney provided us a quick overview for how these work, which can be reviewed on the Slack Channel
  - Still determining what can and cannot be discussed on Slack, email, etc. – Attorneys will come to next meeting
- **Highlights:**
  - No public business can be conducted in secret - includes any meetings of 3 people or more
  - A meeting is any gathering to conduct business - *in person, via telephone, or other means of communication*
  - Must notify public with 24 hours in advance of any meetings - posted in a designated public place - notice should include the meeting agenda
  - Any emails in which you “reply all” can be considered a “meeting”
- **Timnath Board Considerations and Plans**

- Committees – will plan for no more than 2 Board Members to be in any one committee to avoid any complications with meeting laws
- We will work on creating our own separate landing page – ***for now we will post our meeting notes on the town website***
- Discussed posting a note in the Timnath weekly email just to let people know meetings will be happening and where to find agendas in the future (one-time email)

## 5. Colorado Main Street Requirements

- Logan reviewed all submittal requirements and project work plan
- **Completed Tasks**
  - Created Board, Board job descriptions, and elected board members
  - Filed for 501©3 status
- **Remaining Tasks and Individuals Assigned:**
  - **Establish tax exempt status with IRS (Meaghan and Logan)**
    - Meaghan and Logan are going to meet next week to coordinate the IRS tax exempt filing process
    - **Note:** IRS filings are taking 6-12 months to get approved - Matt mentioned there may be a way for us to take funding (**Matt is going to look into this**)
  - **Mission/Vision, Main Street Jurisdiction, Program Name, etc.**
    - These are all program requisites we determined we will do **after** market analysis, surveying, etc. is completed
  - **Market Analysis, SWOT, etc.**
    - Review surveys about Old Town from Together for Timnath, Town of Timnath, etc. (**Matt and Katie**)
    - Create plan for resident and business outreach (**Katie**)
    - Other things we will do include:
      - Host open forum and create surveys
      - Review past Main Street proposals on the Main Street website (**Brian**)
  - **Multi layered funding approach**
    - Come up with a plan for this (**Matt**)
  - **Letters of Support from other organizations:**
    - Guide our Growth (**Allison**)
    - Timnath Chamber and Together for Timnath (**Matt**)
- **Board Term Limits Determined;:**

- Allison and Meaghan – 3 years
- Matt, Brian, and Katie – 2 years
  - 3 members will be in 2 year terms
  - 2 members will be in 3 years
  - Allison and Meaghan - 3 years
  - Matt, Brian, and Katie are 2 years
  -

## 6. Small Business Incentive Program

- **Discussion**
  - Discussed if there was anything we wanted to do to encourage more participation in this before end of the year
  - Will reach out to the Chamber to see if any of those businesses already established want to take advantage **(Matt)**
  - Will plan to update the program once we have talked to businesses
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## 7. Committees

- **Discussion of known/needed committees**
- Promotions, Events, Design, and Economic vitality, Organization were the determined committees we will need
- Logan has list of people who applied to be on the board, who are interested in getting involved - once we have our work plan we can start getting people identified for committees

## 8. Other Business

- **Fall Festival**
  - Reviewed sticky note feedback from town members – Logan will be taking a photo to send back to people
  - Timnath Pkwy
  - Discussed participation in the Farmers Market
    - **Team will plan to do Farmer’s Market on October 13<sup>th</sup>**
    - Need to reach out to Becca from CF&G Market to secure spot for market **(Matt)**
  - Discussed giving flowers to businesses
- **T4T Urban Design Project**
  - Dennis reached out to master’s student who is going to design what an ideal main street/old town could look like
  - Student wants to do a town tour as well

- Logan will be on a call with the dean, Dennis, and the student
  - Matt and Brian will also attend this call
- **November 3rd – DOLA Presentation**
  - DOLA can do a deep dive presentation for us on November 3rd to go over what we need to be doing for Main Street (this will be during one of our regular meetings)

## 9. Next Steps and Adjournment

- **Recap of assigned action items**
  - Allison to send out recap notes on Tuesday (by mid day) and then will also update project plan
- **Confirm next meeting date and time**
  - **October:** October 6<sup>th</sup> and 27<sup>th</sup>
  - **November:** November 3<sup>rd</sup> and 17<sup>th</sup>
  - **December:** December 1<sup>st</sup> and 15<sup>th</sup>

### Post Meeting Action Items:

- Type and send out meeting notes (**Allison**)
- Update project plan with all determined assignments (**Allison**)
- Contact Wellington Main Street team to see how they handle Colorado Open Meetings Laws (**Allison**)
- Determine/write note for us to put in the TWIT email announcing where public can find meeting notes/times (**Logan**)
- Meet to discuss and begin IRS tax exempt process (**Logan and Meaghan**)
- Create plan for business and resident outreach (**Katie**)
- Review previous Old Town surveys (**Matt and Katie**)
- Reach out to organizations for letters of support (**Allison and Matt**)
- Contact Becca from CF&G to inquire about participating in October 13<sup>th</sup> Farmer's Market (**Matt**)
- Review previous Main Street Proposals on MS website (**Brian**)
- Create and begin brainstorming multi level funding plan (**Matt**)
- Reach out to Timnath Chamber to see about interest in participating in small business incentives (**Matt**)

## Timnath Main Street Staff Report

**Date:** October 3, 2025  
**To:** Timnath Main Street Board of Directors  
**From:** Logan Graves  
**Re:** September Report

### Primary Meeting Summary

The following key meetings and events occurred since September 1<sup>st</sup>:

- September Board of Directors Meeting – 9.2
- Timnath Fall Fest – 9.13
- September Board of Directors Meeting – 9.15
- Old Town Design Project Meeting – 9.25
- Logan/Katie Coordination Meeting – 9.25
- Open Meetings Q&A w/ Town Attorney – 9.30
- Chamber of Commerce Meeting – 9.30
- Meeting w/ Ed Goodman – 10.2

### Important Upcoming Meeting Reminders

- Timnath Farmers Market – 10.13
- Board Meeting – 10.27
- OTSC Presentation at Town Council on Recommendations – 10.28
- Colorado Main Street Deep Dive with DOLA – 11.3

### Budget Breakdown

Expenditure Highlights:

- Dietze and Davis, P.C. Nonprofit Setup Services: \$3,043
- IRS 1023-EZ Filing: \$275.00

Remaining Budget for 2025:

- ~\$7,000-\$7,500

### **Board Anticipated Workload and Initiatives (October-December)**

#### **Main Street Achieving Application:**

- Vision & Mission
- Main Street Boundary/ Geographic Area
- Market Analysis, SWOT Assessment
- Business & Resident Outreach
- Transformational Strategies
- 12-month Work Plan
- Develop Performance Metrics
- Letters of Support (x3)
- Application Prep & Submittal

### **Tax-Exempt Status:**

- After receiving IRS determination letter, file Form DR 0715 with Colorado Department of Revenue.
- Develop Compliance Policy Document

### **Outreach and Engagement:**

- Develop Outreach Plan that will inform the development of a Strategic Plan.

### **Organizational Branding:**

- Program Name
- Logo & Brand Theme
- Website
- Social Media Platforms
- Coordinate communications with Town, Chamber, Together for Timnath, and Guide our Growth

### **Funding Strategy:**

- Identify potential funding sources (grants, sponsorships, municipal support)

### **Visualization Design Project:**

- Work with Together for Timnath on visualization project.
- Align deliverables with potential Main Street programs (Façade Improvement Program, grant opportunities that require some level of design, partnerships with property owners, etc.)

### **Town-Initiated Projects:**

- Old Town Transportation Study Coordination – Project kick-off early October

### **Prior Board Meeting – Action Checklist Review**

- Obtain EIN and file 1023-EZ IRS Form – LG/MB **Complete**
- Timnath Chamber Coordination on Small Business Incentives Program – LG **Complete**
- Send out meeting notes – AK **Complete**
- Contact Wellington Main Street to see how they handle Colorado Open Meetings Laws - LG **Complete**
  - Wellington tries to comply but didn't seem overly prescriptive
- Update project plan with all determined assignments - AK
- TWIT Notification regarding meeting notes/time - LG **Complete**
- Create plan for business and resident outreach - KG
- Review previous Old Town surveys – KG/MW
- Start Market Analysis – LG/MW **Ongoing**
- Reach out to organizations for letters of support – AK/MW **Ongoing**
- Contact Becca from CF&G to inquire about participating in October 13th Farmer's Market – MW **Complete**
- Review previous Main Street Proposals on MS website - BS
- Create and begin brainstorming multi-level funding plan - MW/JH **Ongoing**
- Put together a committee/volunteer list of known people interested - LG