



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

Wednesday, November 8, 2023

City Hall

12:00 noon

☐ **Call to Order**

Tiffany Zeigler called meeting to order

☐ **Attendance**

Board Members: Stephanie Morrison, Jordon McCoy, Tiffany Zeigler, Jeremy Myers

Staff Members: Chris Benson, Fernanda Camacho Hauser

☐ **Approval of Minutes**

Jeremy Myers motioned for the approval of minutes; Stephanie Morrison seconded.

☐ **Old Business**

- Training: Main Street 101 and Switch to Six
 - Three out of six board members reported having completed the training.
- American Express Small Business Saturday
 - AmEx promotional materials to be distributed amongst businesses.
 - The Gnome at City Hall will be used in coordination with Soo Amazyng in order to help promote both Shop Small Saturday as well as the Pembroke Christmas Parade and Market.
 - Fernanda Camacho Hauser will follow up with Sandra Smith of Soo Amazyng to make arrangements
- December Events updates
 - Fernanda Camacho Hauser provided the updates of the planning process of the Pembroke Christmas Tree Lighting and the Pembroke Christmas Market & Parade
 - Vendor registration to close on November 15th.
 - Combined Church Choir being coordinated, no Mrs. Claus only Santa Claus to be present this year, vendor and parade registration currently at 47 vendors and 17 parade participants
- DDA & Pembroke Public Library Drive Thru Trick or Treat
 - The event held on Saturday October 21st in partnership with the Pembroke Public Library brought an estimated 400 trick or treaters



☐ **New Business**

- o Opening of the Korean Restaurant and Ribbon Cutting
 - There was a large community presence at the ribbon cutting for the Korean Restaurant & Deli.
 - The restaurant will not be open until early November in order for the owners to train their staff, redirect their suppliers from their previous Savannah location, and to set up their payment systems.
- o Main Street Annual Assessment
 - Main Street Annual assessment is due January 15th

☐ **Open discussion**

- o City Recertifications:
 - Fernanda Camacho Hauser has submitted the recertification for the City of Pembroke to be a "Tree City" once more as part of the Arbor Day foundation.
 - Fernanda Camacho Hauser is in the process of submitting the necessary documents for the city of Pembroke to regain its "City of Ethics" certification from the Georgia Municipal Association
- o Backwards Building:
 - The building located at 175 W Railroad Street, locally known as the "Backwards Building", was reported to have been sold at the county courthouse steps in the last week.
 - The DDA board members expressed interest in finding out if it was still available and to find out who might have purchased it.
 - Jeremy Myers made a motion to authorize Chris Benson to explore possible options to bring before City Council.
- o Chris Benson provided updates on the proposed pocket park on Church Street

Tiffany Zeigler motioned to end the meeting at 12:49 pm