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**Committee Minutes  
July 13, 2017  
Piedmont Place, Crozet Virginia**

The meeting was called to order at 12:05 P.M.

**Present:**

Meg Holden, Brenda Plantz, Suzanne Reid, Pat Groot, Paul Grady, Doug Bates, Steven Rotter, Hans Ploeg

The agenda for today's meeting was to report on the progress of forming DCI as a 501(c)(3) nonprofit.

**Mission Statement:** In advance of the meeting, Dave Stoner forwarded several links about Community Development Corporations. One site was particularly useful in guiding the discussion about how the mission of the DCI has changed. The group used the "Useful Community Development"<sup>1</sup> website that included a list of activities typical of a CDC. The group worked through the list and concluded that the focus of the DCI should be downtown Crozet which includes ensuring downtown supports activities and events occurring in the greater Crozet area. The group also relied on discussions that have been held over the past year about DCI's changing mission. Ranked in order of priority the group concluded DCI should focus on the following activities:

- Economic development, attracting businesses, assisting developers and business owners in property improvements, facilitating job training, support of new businesses and historic preservation within downtown Crozet
- Assist downtown neighbors in getting to know each other (building social capital)
- Remain a source of community interest for government and other funders
- Promote streetscape beautification projects and other art and cultural projects that create a welcoming destination for Crozet visitors, residents, and businesses
- Facilitate the development of housing in the downtown Crozet area

The group concluded that a subcommittee made of up Meg Holden, Brenda Plants, Susanne Reid, Mary Beth Bowen and Pat Groot would work on drafting a mission statement based on the activities identified today.

There was also discussion about how important it is for the Crozet community groups to be able to speak to how the mission of each group differs so that citizens, businesses, government and funders understood there is no duplication of effort. The groups identified included The Crozet Board of Trade, Inc., Crozet Community Association (a community forum corporation), Downtown Crozet Initiative, Claudius Crozet Park (a nonprofit) and the Crozet Community Advisory Committee (County Board appointed).

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<sup>1</sup> <http://www.useful-community-development.org/start-a-community-development-corporation.html>; What Community Development Corporations Do; retrieved July 7, 2017.

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**Operations:** The group discussed what was needed to create the corporation which included the need for a PO Box, physical address, registered agent, federal and state ID numbers, opening a bank account, adoption of attorney reviewed articles of incorporation and bylaws, filing with the SCC, filing the IRS nonprofit application (1023), securing the donations needed for filing fees and other costs, and recruiting Board members. A subcommittee was formed to take the next steps for incorporation.

The Meeting was called to a close at 3:00.

Respectfully submitted,  
Suzanne Reid and Pat Groot,  
Acting Secretary

**Incorporation Subcommittee Minutes  
July 13, 2017  
Piedmont Place, Crozet Virginia**

The meeting was called to order at 3:15 P.M.

**Present:**

Meg Holden. Brenda Plantz, Suzanne Reid, Pat Groot

**Background:** The Downtown Community Initiative was initially formed as a committee of the Crozet Community Association to provide guidance and help shape the community engagement process for the redevelopment of the Barnes Lumber property. Committee discussion over time broadened to include improvements to the Square. Through monthly community meetings beginning in 2015, it has become apparent that the efforts of the Downtown Community Initiative merit expansion beyond the Barnes Lumber project to include furtherance of economic development in downtown Crozet.

**Purpose:** To formally establish an organization to research and implement resources to ensure that the inevitable changes to this area preserve the best of its original character while also serving the needs of the present growing population.

**Discussion:**

We discussed the need for an initial core of Board of Directors that could efficiently achieve the necessary tasks to become a 501(c)(3) nonprofit capable of applying for grants relevant to our mission.

**Actions:**

- a. We elected Meg Holden as President and Brenda Plantz as secretary/treasurer of our new Board of Directors. We expect to increase the membership as we progress.
- b. Meg Holden rented a Post Office box for the official use of the Downtown Crozet Initiative. The address is: P.O. Box 402, Crozet, VA 22932.
- c. Pat Groot is opening a bank account in our name with donated funds.
- d. Suzanne Reid is drafting a Mission Statement reflecting previous input from interested citizens gathered from monthly Downtown Crozet Initiative meetings over the course of the last two years.

The Meeting was called to a close at 3:45.

Respectfully submitted,  
Suzanne Reid  
Acting Secretary