



**Oxford Downtown Development Authority Special Meeting Agenda  
Thursday, January 14, 2021 at 7:00 p.m. via Zoom**

To participate in this meeting by telephone call: 1-929-205-6099 or 1-301-715-8592  
Meeting ID: 507 023 8261

Use the following link to join electronically by Zoom <https://us02web.zoom.us/j/5070238261>

Office Location: 22 W. Burdick Street, Oxford, MI 48371

This meeting is being held remotely per Michigan Public Act 228 of 2020 for safety reasons to mitigate the transfer risk of COVID-19.

Board Member contact information: Nicole Ellsworth [nik51diner@icloud.com](mailto:nik51diner@icloud.com); Rod Charles [jcharles04@charter.net](mailto:jcharles04@charter.net); Kelsey Cooke [kcooke@thevillageofoxford.org](mailto:kcooke@thevillageofoxford.org); Dorothy Johnston [johnstonphoto@me.com](mailto:johnstonphoto@me.com); Peter Scholz [pscholz@oxfordfiredept.com](mailto:pscholz@oxfordfiredept.com); Laura Herfy [herfyl@yahoo.com](mailto:herfyl@yahoo.com); Bill Dunn [ranger810@yahoo.com](mailto:ranger810@yahoo.com); Justin Willcock [justinwillcock@gmail.com](mailto:justinwillcock@gmail.com); Marie Powers [powers.marie@gmail.com](mailto:powers.marie@gmail.com)

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call (indicate your location city and state): Nicole Ellsworth, Dorothy Johnston, Pete Scholz, Rod Charles, Justin Willcock, Laura Herfy, Bill Dunn, Kelsey Cooke, Marie Powers
4. Public Comment (limited to three minutes per person)
5. Consent Agenda: None
6. New Business
  - a. Purpose of the DDA and Responsibilities and Duties of Board Members
  - b. Public Meeting Rules and Order
  - c. Oakland County Restaurant Weatherization Grant equipment disbursement recommendations from Design Committee.
  - d. Consideration of Employment of an Interim DDA Executive Director
  - e. Communications Liaison Position
7. Board Member Comments
8. Extended Public Comment
9. Adjourn

Next DDA Board Regular Meeting: Monday, January 18, 2021 at 7:00 p.m.

*Meeting Rules:*

- *Please address all comments to the Board Chair*
- *Please limit comments to three (3) minutes*
- *Public comment is not a dialogue with the DDA board*
- *Please respect these rules and other participants*

Notice Posted by:

Joseph M. Madore Village Manager

Wednesday January 13, 2021 3:30 p.m.

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**Bylaws**  
**of the**  
**Oxford Downtown Development Authority**  
**of**  
**Oxford, Michigan**

ARTICLE I  
Name

Section 1. The name of this organization shall be the Oxford Downtown Development Authority (DDA), hereinafter referred to as the DDA.

Section 2. The municipality of this organization is the Village of Oxford, hereinafter referred to as the municipality.

ARTICLE II  
Mission Statement/Purpose

Section 1. Mission Statement: The Oxford DDA is dedicated to the physical and economic development of our downtown with emphasis on preserving its historical heritage.

Section 2. The DDA is organized to stimulate DDA district economic development , through organization (encouraging cooperation and building leadership in the business community); promotion (creating a positive image for the district by promoting the district as an exciting place to live, shop and invest); design (improving the appearance of the district); and economic restructuring (strengthening and expanding the economic base of the district).

Section 3. To take remedial actions to eliminate the physical, economic, and social deterioration of the DDA district and thereby promote Oxford's historic preservation, contribute to its community betterment, and enhance the social welfare.

Section 5. To provide a forum for organizations and individuals to communicate with each other about the past, present, and future of Oxford's DDA district.

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ARTICLE III  
Board Members

Section 1. The DDA Board is comprised of 13 members. 12 of the DDA Board members shall be appointed by the municipality. The Charter Township of Oxford may recommend one member from the Township Board. The remaining member shall be the Village President of the municipality or his or her designee from the Village Council.

Section 2. Pursuant to Section 204 (1) of Michigan Public Act 57 of 2018 ( Recodified Tax Increment Financing Act), not less than a majority of the DDA Board members shall be persons having an interest in property located in the downtown district. In addition, if the downtown district has 100 or more persons residing in it, not less than 1 of the DDA Board members shall be a resident of the downtown district.

Section 3. It is the specific intent in recruiting volunteers for the DDA Board and committees to seek out a broad and diverse spectrum of points of view and interests and to include representatives from both the residential and business communities in order to insure the broadest possible participation and support from the community.

Section 4. DDA Board members shall serve four-year terms. As much as possible, these terms shall be staggered.

Section 5. If a vacancy is created by the death, resignation or removal of a Board member, a successor shall be appointed by the municipality for the remainder of the unexpired term.

Section 6. DDA Board members are required to attend all meetings of the DDA Board. The DDA Board of Directors shall recommend that the municipality replace any member that misses three or more meetings during a calendar year.

Section 7. Pursuant to Section 204(1) of Michigan Public Act 57 of 2018 (Recodified Tax Increment Financing Act), members of the Board shall serve without compensation but shall be reimbursed for actual and necessary expenses approved by the DDA.

Section 8. All new DDA Board members shall participate in an orientation program to familiarize them with the objectives, responsibilities, and procedures of the Oxford DDA Board within the first three months of their term.

Section 9. All DDA Board members shall abide by the DDA job descriptions of their positions on the Board.

Section 10. By appointment of the DDA, ex-officio members shall serve as a non-voting member. The following members shall be ex-officio: Oxford Village Manager, and Oxford Chamber of Commerce Executive Director.

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ARTICLE IV  
Officers of the Board

Section 1. The DDA shall elect from its membership a chairperson and vice chairperson. The chairperson manages and focuses the DDA Board's responsibilities, oversees the Board's interactions, and handles administrative matters related to policy set by the DDA Board while the vice chairperson works closely with the chairperson, providing support through shared responsibilities, and, when the chairperson is absent, assumes the duties of same. See Appendix B, Job Descriptions, for more details on the responsibilities and duties of the chairperson and vice chairperson.

Section 2. The DDA shall elect from its membership a secretary and treasurer. The secretary is the primary record keeper of the DDA Board, and the treasurer is responsible for all financial and budgetary matters relating to the operation of the DDA. Alternatively, and in accordance with Sections 205(2) and 205 (3) of Michigan Public Act 57 of 2018 (Recodified Tax Increment Financing Act), the DDA may also employ and fix the compensation of a treasurer and a secretary who are not members of the DDA Board.

Section 3. No member shall hold more than one office at a time.

Section 4. Officers of the Board serve 1-year terms and may serve no more than two consecutive terms as an officer.

ARTICLE V  
Regular Meetings

Section 1. Regular meetings of the Oxford DDA shall be held on the third Monday of each month at 7:00pm. In the case that this conflicts with a legal holiday or municipality Commission meeting, the regular meeting of the DDA shall be rescheduled by a vote of the Board. The meeting location is designated by the Executive Board and will be publicly posted.

Section 2. All regular meetings and special meetings of the DDA shall be open to the public and held in compliance with Act No. 267 of the Public Acts of 1976.

Section 3. Each agenda of the regular and special meetings of the DDA shall provide for "Public Comment." Under this item, citizens shall have a reasonable opportunity to be heard. Any person may address the DDA, with permission of the Chairperson. At a regular meeting of the DDA any matter brought up from the citizens may be referred to another time or referred for study and recommendation upon request of the DDA Board. If a majority of the DDA Board present agrees, said matter may be acted upon immediately. At a special meeting of the DDA, any matter brought up from a citizen may be deferred to another time or referred for study and recommendation upon the request of the DDA. The Chairperson may allow inquiries or comments to be made at such time as the related subject appears on the prepared agenda.

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3 Section 4. A majority roll call vote of members appointed and serving shall be required  
4 to call a closed session, except for closed sessions permitted under Section 8 of Act 267  
5 of 1976 dealing with the dismissal, suspension, or disciplining of or to hear complaints or  
6 charges brought against an employee or staff member or individual agents when the  
7 named person requests a closed hearing.  
8

9 Section 5. The DDA shall have the power to adjourn any regular or special meeting to a  
10 date and time which shall not be beyond the time of the next regular meeting. The  
11 adjourned meeting shall be considered as a continuation of the same regular or special  
12 meeting. Any business which would have been proper for the DDA to consider at such  
13 meeting may be considered and acted upon at the adjourned meeting.  
14

15 Section 6. The majority of the DDA shall constitute a quorum for the transaction of  
16 business at all meetings, but in the absence of a quorum two or more members may  
17 adjourn any regular or special meeting to a later date.  
18

19 Section 7. Draft minutes of any meeting of the DDA will be distributed to all members  
20 of the DDA for their review prior to the next regularly scheduled meeting. Minutes of  
21 the proceedings of regular or special meetings shall be prepared at the request of and  
22 provided to any member of the DDA or the municipality. Minutes of closed meetings  
23 shall be maintained in conformity with and shall be subject to the provisions of the Open  
24 Meetings Act, Act 267 of the Public Acts of 1976, as amended.  
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27 ARTICLE VI  
28 Special Meetings  
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30 Section 1. Special meetings of the DDA Board may be called upon written request of the  
31 Chairperson or any three members of the Board on 24-hours written notice to each  
32 member of the DDA Board. The written notice shall designate the purpose of such  
33 meeting and shall be served personally or left at the usual place of residence or business  
34 of each Board member. Any special meeting at which all members of the DDA are  
35 present or have waived notice in writing shall be a legal meeting for all purposes.  
36

37 Section 2. No business shall be transacted at any special meeting unless the same has  
38 been stated in the notice of such a meeting.  
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41 ARTICLE VII  
42 Annual Meeting  
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44 An annual meeting of the DDA Board shall be held in the month of September each year.  
45 The purpose of the meeting is to add Board member appointments, vote on the Board of  
46 Directors (Chairperson, Vice Chairperson, Secretary, Treasurer), assess yearly goals and  
47 accomplishments, and perform strategic planning for the upcoming year.

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4 ARTICLE VIII

5 Director

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7 Section 1. The DDA Executive Director shall manage the daily operations of the DDA.  
8 The Executive Director shall be responsible for coordinating the implementation of the  
9 DDA's policies and projects and such other duties as the DDA Board may require. The  
10 Executive Director shall receive for his/her services such compensation as may be  
11 determined by the DDA.

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13 Section 2. The DDA Executive Director shall report directly to the DDA Board. The  
14 DDA Executive Director shall supervise all other staff of the DDA.

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16 Section 3. The DDA Executive Director shall be the Chief Executive Administrator of  
17 the DDA. Subject to the approval of the DDA Board, the Executive Director shall  
18 supervise, and be responsible for, the preparation of plans and the performance of the  
19 functions of the DDA in the manner authorized by Act 57 of the Public Acts of 2018.  
20 The DDA Executive Director shall attend all meetings of the DDA Board and shall  
21 render to the DDA Board and the municipality a monthly report covering the activities  
22 and financial condition of the DDA.

23  
24 Section 4. The DDA Executive Director shall serve at the pleasure of the DDA Board  
25 and sign a written contract of employment signed and approved by the DDA Board and  
26 the municipality. The DDA Executive Director shall present all other staff hiring  
27 selections to the DDA for approval. Employment agreements shall be signed by the staff,  
28 DDA Executive Director, and DDA Chairperson for all staff recommended by the DDA  
29 Executive Director.

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31 Section 5. An annual performance evaluation process and procedure shall be utilized for  
32 review of the DDA Executive Director's job performance by the DDA Board.

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34 Section 6. The DDA Executive Director shall perform functions as specified in, and abide  
35 by, the DDA Executive Director Job Description.

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38 ARTICLE IX

39 Committees

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41 Section 1. The DDA shall have at least four (4) standing committees, which shall be  
42 entitled Design, Economic Vitality, Organization, and Promotion. Each committee shall  
43 consist of not less than three (3) members, at least one of which must be a DDA Board  
44 member. Each committee shall have a chairperson who shall be responsible for  
45 directing and coordinating affairs of the committee. Each committee chairperson shall be  
46 appointed by the DDA Chair or Executive Director, with consent of the DDA Board.  
47 Committee members shall serve on no more than two (2) committees simultaneously.

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2 Section 2. The DDA Executive Director shall act as a permanent consultant to each  
3 committee without needing to be in attendance at all meetings. The committees may  
4 include outside consultants, residents of the municipality, businesspeople within the  
5 municipality, and anyone with an interest in the well-being of Oxford's community.  
6

7 Section 3. The duties of the committees are to notify the DDA Executive Director and  
8 Chairperson of all meeting times, dates and locations; keep written minutes of each  
9 meeting to be filed with the DDA; keep the DDA Executive Director informed of the  
10 events of each meeting by means of the Chairperson if the Director was unable to attend;  
11 fulfill charges of and answer to the DDA; present monthly minutes, reports and  
12 recommendations at DDA meetings; act in the best interest of the DDA at all times.  
13

14 Section 4. The Design Committee shall focus on public spaces, building improvements,  
15 design education, technical assistance, and design regulations and enforcement.  
16

17 Section 5. The Economic Vitality Committee shall focus on market research, business  
18 assistance, financial assistance, and property development.  
19

20 Section 6. The Organization Committee shall include volunteer and membership  
21 development, communication and public relations, and fundraising.  
22

23 Section 7. The Promotions Committee shall include marketing, image building, retail  
24 and business promotions, and special events.  
25

26 Section 8. The DDA Board, by resolution adopted by a majority of Board Members in  
27 office, may designate or appoint one or more committees, in addition to the above-named  
28 standing committees. Each of these additional committees shall consist of one or more  
29 DDA Board Members, and which shall, to the extent provided in said resolution, have  
30 and exercise the authority of the DDA Board in the management of the DDA. Other  
31 committees, not having and exercising the authority of the DDA in the management of  
32 the DDA, may be designated and appointed by a resolution adopted by a majority of the  
33 DDA appointed at a meeting in which a quorum is present. The designation and  
34 appointment of any such committees and the delegation thereto of authority shall not  
35 operate to relieve the DDA, or any individual Board Member, of any responsibility  
36 imposed upon them by law.  
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38 Section 9. All committee members shall abide by the DDA job description for their  
39 positions on the committee(s). The committee members shall have no authority for  
40 decision-making but will report findings and suggestions to the Board.  
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43 ARTICLES  
44 Fiscal Year  
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46 Section 1. The fiscal year of the DDA shall begin on the first day of July and end on the  
47 last day of June each year.



# Oxford Downtown Development Authority

## Board of Directors

### Position Description Form

**Volunteer Position: Chairperson**

**General Description:**

An elected position by the DOA Board. Appointed to manage and focus Board's responsibilities, to oversee Board's interactions, and to handle administrative matters.

**Responsibilities (in addition to Board Member duties):**

- Oversee the DOA budget and plans
- Monitor and evaluate the program's effectiveness
- Serve as primary link between the DOA Board of Directors and the Executive Director
- Act as coordinator to facilitate decision-making process
- Delegate responsibilities
- Monitor accountability of the organization
- Supervise the Executive Directors performance
- Works with Executive Director to determine Board member agenda
- Chairs Board meetings
- Calls special meetings when necessary
- Appoints committee chairs with Board input
- Serves as a visible leader of the organization at pertinent other Board/council meetings
- Adhere to Board standards of conduct
- Ensure Board adheres to Main Street program policies

**Experience requirements:**

- Two or more years' experience as a volunteer or participant with Municipal Government preferred.
- One or more years on the ODA Board preferred.

**Education Requirements (informal):**

- Familiarity with State of Michigan enactment, Act 267 of 1976 - Open Meetings Act
- Familiarity with State of Michigan enactment, Act 197 of 1975 - Downtown Development Authority
- Familiarity with Roberts Rules of Order
- Familiarity with the Main Street Program, National Trust for Historic Preservation

**Type of position:**

- Appointed  
 Elected by DOA board

**Expected Volunteer Hours/Month:**

- D 0-5            D 10-15  
D 6-10          ■ 16-20

**Reviewed by: ODDA Organization Committee**

**Committee Chair:**     /   /

**Approved by: ODDA Executive Director**

**Executive Director:**     /   /

**Date Implemented:**    \_\_/\_\_/\_\_

# Oxford Downtown Development Authority

## Board of Directors

### Position Description Form

**Volunteer Position: Vice Chairperson**

**General Description:**

Elected by the DDA, the Vice Chairperson works closely with the Chairperson by providing support through shared responsibilities and assumes the responsibilities of the Chairperson at any time he or she is unable to do so.

**Responsibilities (in addition to Board Member duties):**

- Serves as a link between the DDA Board members and the Chairperson
- Active in monitoring activities of DDA sub-committees
- Maintains an active role in all of the boards happenings including special events and all extra and external meetings
- Keeps abreast of Chairperson responsibilities (see Chairperson job description)

**Experience requirements:**

- One or more years as a volunteer or a participant in local government preferred.
- Previous board member preferred.

**Education Requirements (formal/informal):**

- Familiarity with State of Michigan enactment, Act 267 of 1976 - Open Meetings Act
- Familiarity with State of Michigan enactment, Act 197 of 1975 - Downtown Development Authority
- Familiarity with Roberts Rules of Order
- Familiarity with Main Street, National Trust for Historic Preservation

**Type of position:**

- Appointed  
 Elected by DDA board

**Expected Volunteer Hours/Month:**

- 0-5       10-15  
 6-10       16-20

**Reviewed by: ODDA Organization Committee**

**Committee Chair:**     /     /

**Approved by: ODDA Executive Director**

**Executive Director:**     /     /

**Date Implemented:**    \_\_/\_\_/\_\_

# Oxford Downtown Development Authority

## Board of Directors

### Position Description Form

**Volunteer Position: Secretary**

**General Description:**

The Secretary is the primary record keeper of the DDA board.

**Responsibilities (in addition to Board Member duties):**

- Transcribes and prepares official board meeting minutes for approval by the board, and delivers them to the Executive Director
- Assists the Executive Director and DDA Chairperson in preparing the agenda
- Maintains documents in an easily accessible format for review by all board members (preferably posted on the internet)
- Responsible for gathering minutes from Municipal and Township meetings
- If unable to attend a meeting, makes arrangements for someone to take over minute-taking duties
- Tracks attendance at DDA meetings

**Experience requirements:**

- Interest in local government and the development of Oxford's downtown
- Preferred: note-taking and word-processing abilities

**Education Requirements (formal/informal):**

- Familiarity with State of Michigan enactment, Act 267. of 1976 - Open Meetings Act
- Familiarity with State of Michigan enactment, Act 197 of 1975 - Downtown Development Authority
- Familiarity with Roberts Rules of Order
- Familiarity with the Main Street Program, National Trust for Historic Preservation
- Preferred: note taking and word-processing abilities

**Type of position:**

- Appointed  
 Elected by ODA board

**Expected Volunteer Hours/Month:**

- D 0-5      ■ 10-15  
D 6- 10     D 16 - 20

**Reviewed by: ODDA Organization Committee**

**Committee Chair:**     /     /

**Approved by: ODDA Executive Director**

**Executive Director:**     /     /

**Date Implemented:** \_\_\_/\_\_\_/\_\_\_

# Oxford Downtown Development Authority

## Board of Directors

### Position Description Form

**-volunteer Position: Treasurer**

**General Description:**

The Treasurer is responsible for all financial and budgetary matters relating to the operation of the Downtown Development Authority (DOA)

**Responsibilities (in addition to Board Member duties):**

- Pay all ODA bills (after approval by the Executive Director and the DOA Board) prior to due dates
- Prepare monthly financial reports prior to DOA Board meetings
- Maintain all financial records according to accepted accounting practices, resulting in records being prepared for audit
- Together with DOA Executive Director, prepare yearly budget for review with the DOA Board prior to financial year end
- Advise the DOA Board on investment opportunities, and, with Board approval, deposit DOA funds to maximize return; monitor such returns on a regular basis.

**Experience requirements:**

- Interest in local government and the development of Oxford's downtown
- Accounting, finance and/or budget preparation experience is desired but not required

**Education Requirements:**

- College degree in accounting, finance or business management is desired but not required

**Type of position:**

- Appointed  
 Elected by DOA board  
 Contracted

**Expected Volunteer Hours/Month:**

- D 0-5      ■ 10 - 15  
D 6-10     D 16-20

**Reviewed by: ODDA Organization Committee**

**Committee Chair:**     /     /

**Approved by: ODDA Executive Director**

**Executive Director:**     /     /

**Date Implemented:** \_\_\_/\_\_\_/\_\_\_

# Oxford Downtown Development Authority

## Board of Directors

### Position Description Form

**Volunteer Position: Subcommittee Chairperson****General Description:**

Generally, a Board member volunteer/appointment whose role is to organize, direct, coordinate and implement ODA work plans. Act as a conduit between Board members and sub-committees. Work to build relationships between various stakeholder groups in the commercial districts future. Work to develop new leadership for other ODA and Main Street Program positions.

**Responsibilities (in addition to Board Member duties):**

- Serves as primary link between the subcommittee and the Executive Director
- Act as coordinator to facilitate decision-making process
- Delegates responsibilities
- Monitor accountability of the subcommittee
- Submits subcommittee items for ODA Board meeting agenda
- Chairs Sub-Committee monthly meetings
- Serves as visible leader of the subcommittee at pertinent board/council/professional meetings
- Adhere to Board standards of conduct
- Make recommendations to the DOA Board
- Responsible for volunteer recruitment

**Experience requirements:**

- o 6 months DOA Board experience preferred

**Education Requirements (informal):**

- Familiarity with State of Michigan enactment, Act 267 of 1976 - Open Meetings Act
- Familiarity with State of Michigan enactment, Act 197 of 1975 - Downtown Development Authority
- Familiarity with Village of Oxford Code of Ordinances
- Familiarity with Roberts Rules of Order
- Familiarity with the Main Street Program, National Trust for Historic Preservation

**Type of position:**

- Appointed**
- Elected by DDA board**

**Expected Volunteer Hours/Month:**

- 0-5**                       **10-15**
- 6-10**                       **16-20**

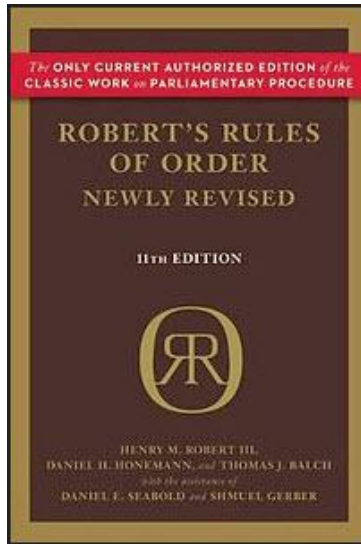
Reviewed by: ODDA Organization Committee

Committee Chair:     /     /

Approved by: ODDA Executive Director

Executive Director:     /     /

Date Implemented: \_\_\_/\_\_\_/\_\_\_



## Robert's Rules of Order - Summary Version

### Introduction to Robert's Rules of Order

#### What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

#### Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - c. Wait until the Chairman recognizes you.
2. Make Your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
  - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
  - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
- a. The Chairman asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

#### Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ...". The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.

4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

### **For Fair and Orderly Meetings & Conventions**

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr/Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

## The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists includes size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table

- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Taken from: <http://www.robertsrules.org/>

# Oxford Downtown Development Authority

## Design Committee

Special Meeting

06 January 2021

### Video / Conference Call

2:00 PM

(Committee Minutes)

This meeting was held remotely pursuant to Michigan PA 228-2020

**Present:** *Committee Chair, Bryan Cloutier; DDA Board Chair, Nicole Ellsworth, Committee Member, Susan Bossardet; Committee Member, Debbie Mick; Committee Member, Nicolette Shagena; Village Manager, Joe Madore; Fire Chief, Peter Scholz; Chamber Executive Director, Amy Desotell; HGBC Proprietor, Marie Powers*

**Absent:** *Committee Member, Sue Oles*

01S.21.1 **Call to Order:** The chair called the meeting to order at 2:09 PM.

01S.21.2 **Approval of Agenda:** The agenda was sent electronically to committee members and guests prior to the meeting. *Ms. Bossardet moved, Ms. Ellsworth seconded, to approve the agenda as presented. Motion carried.*

01S.21.3 **Unfinished Business:**

1. None

01S.21.4 **New Business:**

1. **Scope of the Grant—Background and Overview:** Chair, Mr. Cloutier, briefly brought committee members up to date on discussions he had with DDA Board Chair, Ms. Ellsworth, Village Manager, Joe Madore, and Chamber Executive Director, Ms. Desotell, regarding the scope and legal aspects of the grant, as well as logistical aspects of grant administration and distribution.

Ms. Ellsworth and Ms. Desotell informed the committee that arrangements have been made with the Village of Oxford to store contents of the grant in the police garage behind the village offices at 22 W. Burdick. Ms. Bossardet informed the group that she would be requesting a key to the facility in order to assist in facilitating receipt of the items. It was also determined that limitations on distribution were not exclusive to the DDA District, and that considerations could be given to businesses located in the Charter Township of Oxford as well.

2. **Legal Compliance / Grant Requirements / Liability:** Mr. Cloutier turned the floor over to Chief Scholz who expressed concerns regarding not blocking ingress / egress, no heaters are to be permitted inside the igloo or greenhouses, propane tanks could not be stored indoors, fire extinguishers would be required in premises, and his additional concerns about where the igloo and greenhouses would be stored once they are taken down.

Mr. Madore, Ms. Ellsworth, and Mr. Cloutier reported that they were in receipt of a memorandum with Release of Liability issued from Legal Counsel, Robert Davis. *No motion was made, as none was needed.*

3. **Needs Assessment & Inventory of DDA District Assets:** A map of the DDA District was electronically sent to the committee prior to the meeting. Discussion continued in regard to possible placement of the igloo and greenhouses. Ms. Powers provided testimony regarding logistics and safety regarding use and placement of their existing igloos.

Contents per the grant's description to be distributed are: (4) sprayers w/ disinfectant; (50) heaters w/ 1 refill as part of the grants scope; (1) igloo; and (3) greenhouses. *No motion was made, as none was needed.*

4. **Plan of Action on Equitable Distribution of Grant Assets:**

*Ms. Bossardet moved, Ms. Ellsworth seconded, to award Victoria's Wine and Dine, (1) greenhouse with sprayer, pending final review from Chief Scholz, all permits are requested and submitted in accordance with local ordinances, and Liability waivers are signed and submitted to the DDA Board for final authorization. Motion carried.*

*Ms. Bossardet moved, Ms. Mick seconded, to award 5-1 Diner (1) igloo with sprayer, pending final review from Chief Scholz, all permits are requested and submitted in accordance with local ordinances, and Liability waivers are signed and submitted to the DDA Board for final authorization. Motion carried.*

*Ms. Bossardet moved, Ms. Ellsworth seconded, to award Sullivan's Public House (1) greenhouse with sprayer, pending final review from Chief Scholz, all permits are requested and submitted in accordance with local ordinances, and Liability waivers are signed and submitted to the DDA Board for final authorization. Motion carried.*

*Ms. Bossardet moved, Ms. Mick seconded, to award Homegrown Brewery (1) greenhouse with sprayer, pending final review from Chief Scholz, all permits are requested and submitted in accordance with local ordinances, and Liability waivers are signed and submitted to the DDA Board for final authorization. Motion carried.*

*Ms. Bossardet moved, Ms. Ellsworth seconded, to award and distribute heaters to dining establishments located in the DDA District and also to those located in the Charter Township of Oxford as discussed, pending final review from Chief Scholz, all permits are requested and submitted in accordance with local ordinances, and Liability waivers are signed and submitted to the DDA Board for final authorization. Motion carried.*

01S.21.5 **Next Meeting:** Next regular meeting of the Design Committee is scheduled for 14 January 2021 at 2:00 PM. This meeting will be held remotely.

01S.21.6 **Adjournment:** *Ms. Bossardet moved, Mr. Cloutier seconded to adjourn the meeting. Motion carried. The Meeting adjourned at 3:33 PM.*

## Recommendation for disbursement of Restaurant Relief Grant supplies

### Structures (Greenhouse or Igloo)

- 1 Victoria's Delights
- 2 5-1 Diner
- 3 Sullivan's
- 4 Homegrown

Heaters	50	available
1	6	925 Social
2	6	Sullivans
3	4	Tap
4	4	Red Knapps
5	4	Gravel Capital
6	2	5-1 Diner
7	4	Homegrown
8	4	24th Street
9	2	Victoria's
10	1	Mi Kabob
11	2	The Ox
12	2	Vendetti's
13	1	Birdies Golf
14	2	Woodchips
15	1	Evergreens
16	1	Subway
17	2	Mario's
18	2	Casa real
	<u>50</u>	

## NORTHWEST QUADRANT

- 40 - AVAILABE
- 41 - PHILIP MAXWELL & ASSOC. PLLC
- 42 - LUNGE STUFF
- 43 - GREGORY GOSSK D.D.S.
- 44 - OXFORD PREGNANCY CENTER
- 45 - VENDETTIS PIZZA
- 46 - MARK A. YOUNG JEWELERS
- 47 - VILLA DE GOOCH SALON & SPA
- 48 - MEDBOOK
- 49 - CURTIS INSURANCE
- 50 - SULLIVAN'S PUBLIC HOUSE
- 51 - EDWARD JONES FINANCIAL PLANNING
- 52 - SISTERS HAIR CARE
- 53 - LOT AVAILABE
- 54 - HEALTHY SMILE CENTER
- 55 - HUNTER CPA
- 56 - FUNKY MONKEY TOYS
- 57 - NE OAKLAND HISTORICAL MUSEUM

## SOUTHWEST QUADRANT

- 58 - LAURA LEE'S SALON
- 59 - PATTERSONS PHARMACY
- 60 - BOULEVARD BOUTIQUE & HOME COLLECTION
- 61 - BLU IVY
- 62 - AVAILABE
- 63 - 24TH ST TAVERN
- 64 - AVAILABE
- 65 - CASA REAL
- 66 - THE OX BAR & GRILL
- 67 - BEAUMONT PARKSIDE MEDICAL
- 68 - AVAILABE
- 69 - SHELD FINANCIAL & SULLIVAN LAW
- 70 - APOTHECARY
- 71 - CHARM & COMPANY
- 72 - M KABOB
- 73 - S-I DNER
- 74 - REMAX DEFINED
- 75 - CLARKSTON MEDICAL GROUP
- 76 - COMPREHENSIVE WANS HEALTHH
- 77 - AVAILABE
- 78 - FUEL NUTRITION
- 79 - BRAN BALANCE



**DOWNTOWN**  
*Oxford*  
SMALL. DONE RIGHT.



## NORTHEAST QUADRANT

- 1 - LAKELAND WATER CONDITIONING
- 2 - STEVES AUTO CLNIC
- 3 - THE OXFORD CHIROPRACTOR
- 4 - THE MAGIC BROWNE
- 5 - WOODCHIPS EXPRESS
- 6 - HARMON AUTO GLASS
- 7 - MANSTREAM BOUTIQUE
- 8 - HOMEGROWN BREWING COMPANY
- 9 - WILLIAMS ART GLASS & ANTIQUES
- 10 - AVAILABE
- 11 - GRAVCAP BREWERY
- 12 - OXFORD COMMUNITY SCHOOLS
- 13 - JOHNSTON PHOTOGRAPHY
- 14 - COMING SOON
- 15 - RED KNAPPS AMERICAN GRILL
- 16 - KEE REALTY
- 17 - OXFORD UNITED METHODIST CHURCH
- 18 - BURDICK ST. LANDSCAPE
- 19 - MCHELLES HOME DECOR

## SOUTHEAST QUADRANT

- 20 - POST OFFICE
- 21 - COMING SOON
- 22 - AVAILABE
- 23 -
- 24 - CREATIVE EMBROIDERY
- 25 - MODERN MARKETPLACE
- 26 - GREAT LAKES MERCANTILE
- 27 - VICTORAS WINE & DNE
- 28 - CRACKED MOBILE DEVICE REPAIR
- 29 - AVAILABE
- 30 - COVERED WAGON SADDLERY
- 31 - LORIS PET PARADISE
- 32 - BARBER SHOP
- 33 - CAVEMAN & PP
- 34 - GOLDEN DRAGON
- 35 - OXFORD TAP
- 36 - VALOR SALON
- 37 - AVAILABE
- 38 - OXFORD BANK
- 39 - CRITTENTON MEDICAL BUILDING

- 80 - PARKER VETERINARY
- 81 - ROOTS SALON
- 82 - AVAILABE
- 83 - GRANITE HOME DESIGN
- 84 - CHURCH OF CHRIST SCIENTISTS
- 85 - MUNICIPAL OFFICES, CHAMBER OF COMMERCE DDA & POLICE STATION

**Organization Committee  
Minutes  
January 5, 2021**

1. Review job description for Executive Director; make changes and finalize for recommendation to the DDA Board
2. Review job posting, make changes and finalize for recommendation to the DDA Board
3. Discuss where ads to be placed and potential end date (March 15, 2021) to recommend to DDA Board
4. Discuss Block Captain Program to continue and restart for recommendation to DDA Board
5. Discussion of potential hire of a part-time person (up to 3-days a week at \$20/hr) to do limited duties:
  - a. Phone, emails, committees, agenda & packet (Friday deadline), social media, newsletter.

**Village of Oxford DDA**  
**Designated Main Street Community**  
**Executive Director Job Description**

**Job Summary**

The Oxford Downtown Development Authority (a TIF District) is part of Main Street, a Nationally Accredited program, and is dedicated to the promotion, development, and historic preservation of Downtown Oxford.

The Executive Director is responsible for managing and implementing the organization's objectives. The Executive Director is an advocate for the DDA District (TIF) by promoting public awareness of the Main Street Program, and acting as a liaison to business and property owners, governmental officials and staff, community organizations, and others. The Director also will represent the community at local, state, and national levels.

**Range of Duties**

- • Serve as the contact person for the DDA and Main Street Program. Be knowledgeable about the Main Street four-point approach and Main Street Refresh approach to downtown development.
- • Work with the Board Chair, Board of Directors, and committees to define goals, objectives, and work plans on an annual basis. These goals and objectives should be focused on the TIF District Plan and the Main Street four point approach. Guide and direct the implementation of activities as they pertain to these goals and objectives.
- • Manage the administrative aspects of the DDA: record keeping, budget development and reconciliation, bills and purchasing, answering emails and phone calls, preparing meeting agendas and packets, manage websites and social media, produce press releases and informational flyers, etc. Ensure compliance with all applicable federal, state, and local laws and regulations.
- • With the Board of Directors and Committees, raise on-going public awareness and appreciation for the district's assets.
- • Raise awareness of existing programs, including business resources, design and technical assistance, historical preservation planning, and other workshops available through Oakland County. Administer Façade Grant Program.
- • Direct business recruitment, retention, and expansion efforts. Market the District to potential business. Work with developers and building owners. Identify and recruit potential retailers and/or restaurants. Promote the downtown to increase visitors to the district and the downtown businesses.
- Strive to attend Village Council, Planning Commission, ZBA meetings or arrange to have a board member attend in your absence.
  
- • Build strong and productive relationships with public agencies, non-profits, and other community groups. Implement a program of regular communication with new and

existing businesses and people with the DDA District to foster support and participation in the program.

- • Help coordinate promotional events to attract people to the downtown district. Work with local media to promote and cover special events. Encourage excellent design of all promotional items to advance the district's image.
- • Maintain data systems to track the progress of the Main Street Program, including net job creation, public and private investment, volunteer hours, new construction projects and building rehabilitations, special events, and sponsorship amounts.
- • Identify volunteer tasks and responsibilities, recruit new volunteers and manage existing volunteers.
- • Maintain National Main Street Accreditation standards. Maintain a positive relationship with Main Street Oakland County and the other participating Main Street communities.

The duties listed above are intended only as an illustration of the types of work to be performed. Other duties will be necessary and assigned.

### **Desired Qualifications**

- • A bachelor's degree in urban planning, business or public administration, economic or community development, marketing, historic preservation, or a related field or experience in a related field.
  - • Three to five years of experience in Main Street, commercial district management, economic/community or small business development, public relations, land use planning, business, public, volunteer, or non-profit administration, real estate development, architecture, and/or historic preservation.
  - • Streetscape improvement experience preferred.
- 
- Sensitive to design and preservation issues and standards. Understand the issues confronting downtown businesses, property owners, and community organizations.
  - Must be well organized, capable of functioning independently, energetic and enthusiastic, and able to multi-task in a stressful environment. Possess excellent verbal and written communication skills.
  - Knowledge of economic and community development tools available for downtown revitalization.
  - Must have general computer skills and use of social media applications, email, list-serves, website maintenance, and others.

## **Hours and Compensation**

Salary Range: \$50,000 - \$60,000 depending on qualifications. Compensation based on 80 hours bi-weekly. Flexible schedule with evening meetings and extended or weekend hours for special events. The Oxford DDA offers a competitive compensation package. Anticipated start date is March 13, 2017.

## **To Apply**

Please submit cover letter, resume, and references digitally by end of day Monday March 15, 2021

to:

Nicole Ellsworth  
DDA Board Chairperson  
DDAChair@thevillageofoxford.org

The Village of Oxford and the Oxford DDA do not discriminate on the basis of race, color, national origin, gender, sexual preference, religion, age, or disability in employment or the provision of services.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change

*The Oxford DDA is dedicated to the promotion, development, and historic preservation of downtown Oxford*

**Oxford DDA | 22 W. Burdick St., Oxford, MI 48371 [dda@thevillageofoxford.org](mailto:dda@thevillageofoxford.org) 248-770-8587 | [www.downtownoxford.org](http://www.downtownoxford.org)**

DDA Director/Main Street Manager Village of Oxford  
Full time

The Oxford Downtown Development Authority (T(F) (Oxford, Michigan – population 3,634) located in Northeast Oakland County, is seeking an Executive Director for the historic Victorian downtown and district. The DDA operates under a TIF Plan and is a designated Main Street Community under Oakland County, MI

An undergraduate degree in a related field is preferred; and/or experience, substantial related field experience in lieu of a graduate degree will be considered; Main Street experience preferred. The successful candidate must have knowledge of the principles and accepted practices of urban planning, redevelopment, marketing, promotion, budgeting, accounting and the Main Street Four Point Approach. The individual must have an understanding of issues confronting businesses, property owners, public agencies and community organizations in a small village and an understanding of the affinity for local customs, traditions and virtues of small town life with rapid surrounding growth.

Candidate must have a proven record of being able to work well with a wide range of personalities, be entrepreneurial, highly motivated, energetic, creative, and capable of functioning independently in an independent situation.

Résumé and cover letter may be submitted to: Nicole Ellsworth, Chairperson, Oxford Downtown Development Authority, 22 W. Burdick, P.O. Box 94, Oxford, MI 48371. Or email to [DDAChair@thevillageofoxford.org](mailto:DDAChair@thevillageofoxford.org) Applications accepted through March 15, 2021. Further details and information available upon request via email to [DDAChair@thevillageofoxford.org](mailto:DDAChair@thevillageofoxford.org) or web site [www.downtownoxford.org](http://www.downtownoxford.org)..

# Kelly T. Oles-Westbrook

OXFORD - MICHIGAN  
248-408-2795 - [KTOLES2288@GMAIL.COM](mailto:KTOLES2288@GMAIL.COM)

## EMPLOYMENT

### DIRECTOR OF SALES & MARKETING

*NORTH AMERICAN INTERNATIONAL AUTOSHOW*

MAR. 2020 - APR. 2020

*TROY, MI*

Generate new clients by networking, prospecting, etc.  
Achieve targets for sales growth, revenue, etc.  
Create strategies, tactics, sales plans, etc.  
Plan new programs to increase business and profits  
Represent the organization at events  
Review marketing calendars, spend and initiatives  
Build promotions to leverage new ticket buyers  
Build lasting relationships with multiple organizations in the community and beyond  
Work with Sponsorship team to leverage larger ticket buys and utilize their contacts to reach HR representatives within companies

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### SR. DIRECTOR OF BUSINESS DEVELOPMENT

*CHARLOTTE MOTOR SPEEDWAY- SPEEDWAY MOTORSPORTS INC.*

JUN. 2014 – JAN 2018

*CONCORD, NC*

Responsible for selling turn-key partnerships; assets include- entitlements, suites, signage, display space, digital and social, etc.) for Charlotte Motor Speedway, Zmax Dragway, and the Dirt Track,  
Utilize several sales tactics to work with companies on a local, regional and national level.  
Communicate and collaborate with in-house divisions of the company, including: marketing, media, national sales, events, and operations  
Manage and activate a 1.3 million dollar book of business, while working on developing new business on a daily basis  
Grow partner investments and renewals through building strong relationships and impeccable customer service  
Create competition in categories to lock in renewal business or secure new business from competitor companies

### MANAGER, CORPORATE PARTNERSHIP DEVELOPMENT

*PALACE SPORTS & ENTERTAINMENT*

JUL. 2012 - MAY 2014

*AUBURN HILLS, MI*

Responsible for new and renewal sponsorship revenue for the Detroit Pistons, DTE Music Theater and Meadow Brook Music Festival  
Generated high-net partnerships with vast experience in selling signage, radio, television, community programs, internet and social media  
Increased overall client billing for 2 consecutive years  
Sold and executed sponsorship contracts, including 1 million dollars in new business  
Worked and developed relationships with C-level executives around the country.  
Signed on major partners for PS&E such as: Subway, RE/MAX, FirstMerit Bank, FireKeepers Casino  
Managed the trade/barter opportunities for the operations department

### ACCOUNT EXECUTIVE

*WSMH FOX 66*

AUG. 2011- JUL. 2012

*FLINT, MI*

Prospected, cold called, and presented proposals on a day to day basis  
Built and maintained strong professional client relationships  
Created and managed promotions and initiatives  
Increased dollars on new and existing accounts each month  
Exceeded budget expectations every month  
Lead a team of production associates, directed, and edited all commercials

## EDUCATION

Bachelor of Arts Degree in Communications  
Oakland University

SEPT. 2006 - JUL. 2010

*ROCHESTER HILLS, MI*

## PROFICIENCIES

Microsoft Office Suite, Outlook, Salesforce, Ticketmaster, Archtics

## **Communications Liaison, Village of Oxford**

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The Village of Oxford, Oakland County, is looking to fill a part-time position for a Communications Liaison: Duties include:

- Developing, implementing, coordinating and maintaining public and community relations and programs.
- Serving as the point of contact to release and/or respond to inquiries from the public and media.
- Researches, writes, edits, photographs, prepares graphic design, prints and distributes information across multiple communication platforms including internet, Village website, Downtown Oxford social media, publications, brochures, newsletters, memos, blogs, and print-ready media releases.
- Produces relevant, proactive and timely information that supports projects aimed at informing, educating and engaging residents.
- Serves as Village leadership liaison; plans, coordinates and attends Village functions, public engagements, and/or participates in community events.
- Reports to Council on monthly basis for updates and feedback while under the direction of the Village Manager
- Coordinates with Village departments to enhance internal and external communications and activities.
- Develops marketing strategies, outreach programs and projects that inform and involve residents.
- Assists police department during emergency/disaster situations.

### **Qualifications**

- Excellent written and oral communications
- 2 years relevant experience (preferred)
- Knowledge of Social Media platform use
- Excellent presentation and written communication skills

### **Compensation**

- \$18/hour

### **Schedule**

- 32 hours/week (part-time)
- Some evenings and occasional weekend hours required.
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