



2020 Membership

Main Street Parkville Association is a volunteer, membership organization dedicated to the preservation and promotion of Historic Downtown Parkville. MSPA was originally formed to assist with revitalization efforts in Historic Downtown Parkville following the 1993 flood. In accordance with the guidelines established by the National Main Street Center, MSPA focuses on design, organization, promotion, economic vitality, and events/festivals. The mission of Main Street Parkville Association is to preserve, maintain, and promote the hometown charm of Historic Downtown Parkville.

Membership Benefits

Individual Membership \$60

- Name listed in the "Our Members" section on MSPA website
- Attend Monthly MSPA Membership meetings
- May serve on Standing and Special MSPA Committees
- Voting Privilege

Business / Corporate and Associations \$120

- Business listed in the "Our Members" section on MSPA website with link to business website
- Attend Monthly MSPA Membership meetings
- May serve on Standing and Special Committees
- Voting Privilege (1 representative)
- Business Events shared on Main Street Parkville social media (*only MSPA hosted events will be posted 1 week prior to MSPA large events*). *1 share per event*
- Vendor fee waived at Main Street Parkville festivals (*downtown Parkville businesses only*)
- Eligible to be involved in additional MSPA marketing opportunities

How can I become involved in Main Street Parkville Association?

Get involved by:

- Becoming a member
- Becoming a sponsor
- Becoming an investor
- Volunteering your time
- Volunteering your ideas

Email HistoricParkvilleMainStreet@gmail.com for volunteer opportunities.

Main Street Parkville Association Membership Information

Qualifications: Membership shall be open to any person, business, corporation, or association interested in supporting and advancing the purpose and objectives of the MSPA. The Main Street Steering Committee shall have the authority to establish further conditions of membership and to determine whether any applicant meets such membership requirements.

Membership Classifications: Membership classifications shall include: a) individual; b) business, corporate and association.

Dues: All members shall pay dues as established by the MSPA Steering Committee. Membership dues are \$60 for individual memberships and \$120 for business, corporate and association memberships.

Withdrawal: Any member may withdraw at any time without notice.

Annual Meeting: The Annual Meeting of the membership will take place after November 1 but no later than December 15th of each year, at a date/time to be announced. The purpose of the meeting shall be to elect officers of the Main Street Steering Committee and conduct any other business placed on the agenda.

Notice of Meeting: Written notice of each meeting of the membership, whether annual or special, stating the place, day and hour of the meeting and the purpose of the meeting shall be announced not less than ten days before the date of the meeting.

Quorum: A quorum shall consist of no less than 10 percent of the membership entitled to vote for the transaction of business at all membership meetings. Decisions made by a simple majority of members present at the meeting where a quorum is present shall be binding.

Voting: Each individual member shall be entitled to one vote. Each business, corporate, or association member shall designate a representative who shall be entitled to one vote. To have a vote at the Annual Meeting, membership must be established prior to the end of business at the September membership meeting.

Main Street Parkville Association Steering Committee

The Steering Committee / Board of Directors shall be composed of the following members:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Executive Director

Standing Committees

- Design
- Economic Vitality
- Organization
- Marketing / Promotion
- Events

Qualifications: Members and Officers of the Steering Committee shall be current members of Main Street Parkville Association.

Nomination: Candidates for the positions of Chair, Vice Chair, Secretary and Treasurer will be nominated by the current Board of Directors or any member of MSPA. The nominated/proposed slate of candidates will be presented to the MSPA membership at the Annual Meeting.

Election: The Chair, Vice Chair, Secretary, and Treasurer will be elected by a simple majority of members voting at the Annual Membership meeting.

Terms of Office: Terms of office for the Chair, Vice Chair, Secretary and Treasurer shall be for one year, January 1 through December 31 or until a successor has been elected. There shall be no term limits for officers.

Steering Committees Duties of Officers and Standing Committee shall be as follows:

Chair: The Chair shall be the principal executive officer of MSPA and shall in general supervise the business and affairs of the association. The Chair shall preside at all membership meetings. The Chair may sign any contracts or other documents which the Steering Committee has authorized to be executed. The Chair can approve and pay expenditures that are consistent with the MSPA budget. The Chair shall supervise the Executive Director and, in general, perform all duties incident to the Office of Chair and other such duties as may be directed by the Steering Committee.

Vice Chair: In the absence or inability of the Chair to act, the Vice Chair shall perform the duties of the Chair. The Vice Chair shall perform such other duties as from time to time may be assigned to him/her by the Chair or by the Steering Committee.

Secretary: The Secretary shall provide oversight to assure that accurate minutes are kept for all MSPA meetings, that all notices are duly given in accordance with the provisions of these bylaws and as required by law, be custodian of the corporate records and in general perform all duties incident to the office of secretary.

Treasurer: The Treasurer shall have supervision and custody of all moneys, funds and credits of MSPA and shall oversee accurate accounts of the receipts and payments. They shall oversee the books and accounting records as necessary. The Treasurer shall disburse or supervise the disbursement of funds in accordance with the authority granted by the Steering Committee.

Design. Responsibilities of Design include: Planning and coordinating activities to preserve and enhance the appearance and infrastructure of Historic Downtown Parkville, including, but not limited to, landscaping and plantings, lighting, storefronts, and signage.

Economic Vitality. Responsibilities of Economic Vitality include: Establishing and implementing a plan to support and strengthen the economic base of existing businesses. Recruiting new businesses to Historic Downtown Parkville.

Coordinating economic development activities with the City of Parkville and the Parkville Economic Development Council.

Organization. Responsibilities of Organization include: Recruiting, sustaining, and supporting an active membership in Main Street Parkville Association. Monitor and evaluate MSPA activities and programs, including Steering Committee and membership participation. Support recruitment of sponsorships. Regular review of Bylaws and other MSPA operating guidelines. The Organization Committee shall oversee the annual election of Officers.

Marketing and Promotion. Responsibilities of Marketing & Promotion include: Create a positive image that will enhance community pride and improve consumer and investor confidence in your commercial district. Advertising, retail promotions, special events, and marketing campaigns help sell the image and promise of Main Street to the community and surrounding region. Marketing and Promotion communicates your commercial district's unique characteristics, business establishments, and activities to shoppers, investors, potential business and property owners, and visitors.

Events and Festivals. Assist the Executive Director with the coordination and management of events in downtown Parkville. The goal is to create an environment for fun and success, and to create a positive image that will promote community pride while also preserving the history and tradition of events in Parkville. Sub-committees can include:

- **Christmas on the River.** Responsibilities for this Sub-Committee include: Responsible for planning and implementing the annual Christmas on the River Festival, including preparing an annual budget, recruiting sponsors and volunteers, and coordinating all festival activities.
- **Downtown Entertainment.** Responsibilities for this Sub-Committee include: Responsible for planning and implementing downtown entertainment events, including recruiting sponsors and volunteers, and coordinating activities.
- **4th of July.** Responsibilities for this Sub-Committee include: This Committee shall be responsible for planning and implementing the annual Fourth of July Festival, including preparing an annual budget, recruiting sponsors, volunteers and coordinating all festival activities.
- **Parkville Days.** Responsibilities for this Sub-Committee include: Responsible for planning and implementing the annual Parkville Days Festival, including preparing an annual budget, recruiting sponsors and volunteers, and coordinating all festival activities.
- **Parkville Microbrew Fest.** Responsibilities for this Sub-Committee include: Responsible for planning and implementing the annual Parkville Microbrew Fest including preparing an annual budget, recruiting sponsors, volunteers and coordinating all festival activities.

When are meetings? Main Street Parkville Association host membership meetings on a monthly basis. The meetings are held on the second Wednesday of the month, 8:30 am at the American Legion, 11 Main Street.

What are the organization's primary activities? MSPA's primary activities include: Marketing and Promotion of Historic Downtown Parkville and its businesses; Downtown Preservation and Beautification; Economic Restructuring including retention of existing business and recruitment of new business; planning and hosting annual festivals and events, including the Parkville Microbrew Fest, Fourth of July Celebration, Parkville Days, Cruise Nights, Small Business Saturday and Christmas on the River.

How is the organization funded? Main Street Parkville Association is supported by membership dues, grants, sponsorships, donations and profits from some festivals.

How does the organization exhibit their broad based support? The organization is a member in good standing with the Parkville Chamber of Commerce, Parkville Economic Development Council, The Platte County Convention and Visitors Bureau, Missouri Main Street Connection and the National Main Street Center.

Who is paid by the organization? The Executive Director is a paid staff. Members of Main Street Parkville Association are volunteers. All steering committee members are volunteers.

How can the organization be contacted?

E-mail Address: HistoricParkvilleMainStreet@gmail.com

Phone Number: (816) 214-8477

104 Main Street, 2nd Floor

Parkville, Missouri 64152

Website: www.ParkvilleMo.org



2020 Membership Application

Membership Period January 1, 2020 – December 31, 2020

Date: _____

Membership Type:

Individual \$60 _____

Business / Corporation \$120 _____

Name or Name of Business: _____

Voting Representative / Contact Person: _____

Address: _____

City/State/Zip: _____

Description of Business, if applicable: _____

Phone: _____

Email Address: _____

Website Address: _____ Social Media: _____

Standing Committees - Check the committees you are interested in volunteering:

- _____ Events
- _____ Design
- _____ Economic Vitality
- _____ Organization
- _____ Promotion / Marketing

Payment: Check to Main Street Parkville Association -or- MSPA can send an invoice to pay via credit card.

Address: 104 Main Street – 2nd Floor, Parkville, Missouri 64152

Email: HistoricParkvilleMainStreet@gmail.com