



CITY OF WAYLAND
DOWNTOWN DEVELOPMENT AUTHORITY/
MAIN STREET PROGRAM
BOARD OF DIRECTORS

SPECIAL MEETING
Wayland Public Safety Building
160 W. Superior St.
Thursday, August 5, 2010
10:30 AM

Agenda

1. **Call to Order**
2. **Roll Call**
3. **Public Hearings** *(None scheduled)*
4. **Approval of Minutes**
 - 4.1 July 22, 2010 Regular Meeting
5. **Other Minutes for Review**
 - 5.1 City Council Regular Meeting of July 19, 2010
6. **Comments from the Public**
7. **City Staff Communications**
8. **Old Business** *(None)*
9. **New Business**
 - 9.1 Review of Draft Recruitment Materials for Wayland Main St. Manager Position
 - Job Description
 - Recruitment Ad
 - Recruitment Process/Schedule
 - Locations for Job Posting (publications, websites, Facebook, other)
 - 9.2 11:30 AM to 1:30 PM: MS Program Board of Directors Training- MMSC Staff

“The MS Board of Directors bears a great responsibility for the success of the local MS program. Board members must have a clear understanding of their individual and collective roles, as well as the roles of the committees and staff and the overall operation of the local program. This orientation session, developed for members of the Board will cover the definition of the board’s primary legal and programmatic responsibilities, individual members’ responsibilities, function of staff and keys to creating and maintaining a healthy organization.”

 - Discuss Wayland’s MS Program Progress over the Past Several Months
 - Review any Existing Vision, Mission and Goals as Determined by the Board
 - Overview of Training with Committees
 - Next Steps
 - Q & A
10. **Comments from DDA Members**
11. **Adjournment**