

Proposed Agenda

Sevastopol Business Association Ad Hoc Committee

Date: Tuesday, June 2, 2026

Time: 1:00 PM – 3:00 PM

Location: Sevastopol Town Hall – Small Conference Room

Meeting Purpose

To establish the foundation, structure, and initial action plan for the proposed Sevastopol Business Association.

Proposed Agenda

1. Call to Order

- Welcome and introductions
 - Roll call/attendance
 - Review of meeting purpose and goals
-

2. Overview of the Proposed Business Association

Discussion Topics:

- Why the association is being formed
 - Initial mission and vision
 - Long-term goals for the association
 - Benefits to local businesses and the community
 - Relationship with the Town of Sevastopol
-

3. Review and Discussion of Draft Bylaws

Discussion Topics:

- Association structure
- Board member roles and responsibilities
- Officer positions
- Voting procedures
- Membership eligibility
- Terms and appointments
- Committees
- Financial oversight
- Conflict of interest language
- Meeting requirements

Action Goal:

- Agree on revisions and identify any additional changes needed before final approval
-

4. Business Membership Discussion

Discussion Topics:

- What businesses or organizations will initially qualify for membership
- Geographic boundaries
- Membership criteria
- Agricultural, tourism, retail, service, nonprofit, and hospitality participation
- Future expansion considerations

Action Goal:

- Agree on initial membership categories or eligibility standards
-

5. Review and Approval of Introductory Letter

Discussion Topics:

- Purpose of the mailing
- Messaging and tone
- Explaining benefits of joining
- Request for participation/interest
- Contact information and response method

Action Goal:

- Finalize draft letter for mailing

6. Development of Initial Business Contact List

Discussion Topics:

- Identify businesses and organizations to contact
- Determine mailing list responsibilities
- Verify contact information and addresses

Action Goal:

- Establish initial outreach list
 - Assign responsibilities for gathering and verifying information
-

7. 501(c)(6) Organization Discussion

Discussion Topics:

- Review purpose and benefits of 501(c)(6) status
- Discuss EIN application process
- Review filing requirements and responsibilities
- Discuss financial/accounting considerations
- Determine next steps for incorporation and filing

Action Goal:

- Assign responsibilities and timeline for filing paperwork
-

8. Next Steps & Assignments

Discussion Topics:

- Timeline for:
 - Finalizing bylaws
 - Mailing letters
 - Filing EIN/501(c)(6)
 - Future meetings
 - Assign tasks and responsibilities
-

9. Public Comment (if applicable)

10. Adjournment

Suggested Materials to Bring

- Draft bylaws
- Draft business outreach letter
- Preliminary business contact list
- Notes/questions regarding 501(c)(6) filing
- Laptop/tablet for edits and collaboration
- Copies of agenda for attendees