

MONTHLY STAFF REPORT

DATE:	December 30, 2009
TO:	Rocky Mount Town Council
FROM:	Katie McElroy, Executive Director
DEPARTMENT:	Community Partnership for Revitalization
MONTH:	December 2009

The attached December 2009 monthly report outlines the meetings and activities I have participated in during the month of December. In addition to these meetings, I have worked on various projects including the '5 on Us' local retail stimulus program, buy local campaign, Come Home to a Franklin County Christmas, Community Courthouse Tree Lighting, Town of Rocky Mount Music Grants, Round the Mountain Artisans Trail, website redevelopment, funding requests, Uptown revitalization, Board Development and fundraising.

Attachment(s): Yes

Katie McElroy
Community Partnership for Revitalization
Town Council Report
December 2009

December 1- Attended and participated in bi-monthly department head meeting; Held monthly CPR board meeting with Doug Jackson, program manager from Virginia Main Street. Doug facilitated a board development training; finalized '5 on Us' documents to mail out

December 2- Interview on WZBB about the 'Come Home to a Franklin County Christmas' event with Janie Hopkins; Hosted final Christmas event planning meeting; Stuffed 2,000 '5 on Us' letters and coupons and mailed to Town residents; Attended Uptown Revitalization Management meeting

December 3- Finalized preparations for Christmas event; Created letter for Ferrum Students to attach to the '5 on Us' coupon

December 4-; Completed stuffing of '5 on Us' mailers and delivered to Ferrum College and various places throughout the Town; Hosted 'Come Home to a Franklin County Christmas'

December 11- Appeared on Cable 12 morning show to discuss the '5 on Us' certificate program

December 14 - Attended monthly Town Council meeting

December 15- Delivered Franklin County Christmas Card Decorating Contest Cards to Hospice for patients

December 16 - Held the Festival of Trees Judging session

December 17 – Attended bi-monthly meeting with James Ervin; attended department head annual Christmas luncheon

December 18 – Attended annual town staff Christmas luncheon

December 23 - Held Festival of Trees awards ceremony and 'Come Home to a Franklin County Christmas' raffle drawing