



Year-End/Accreditation for Owosso Main Street: Thursday, September 24, 2015

Purpose and Summary

The primary purpose of the Year-End/Accreditation visit is to determine the progress the local Main Street program is making in the fulfillment of its vision, mission and work plan. National and Michigan Main Street staff will use three primary tools to measure progress — the program self Evaluation, the annual reports (vision, mission, strategic/work plan) and interviews to determine progress. In addition, the Team will also use periodic reports filed with Michigan Main Street Program to gain insights into the work of the local program. At the end of the visit communities will know whether they have reached the 10 standards of accreditation set by the National Main Street Center.

The Year-End/Accreditation service has four primary objectives.

- To review the local Main Street program and see if the criteria for national and Michigan accreditation is being met;
- To review the progress the Main Street program has made toward meeting the annual objectives set forth in its annual work plan;
- To celebrate successes;
- To develop strategies to address changes in environment, opportunities and threats facing the local Main Street program.

Format

The Year-End/Accreditation visit will be a half day meeting scheduled by the manager, either morning or afternoon, whichever works best for the community. The meeting with the Main Street Manager needs to be scheduled before the other two groups.

□ Meeting schedule

- 8am – 9am = Breakfast meeting with Main Street Program Manager at Abiding in the Vine Tea Room (115 E. Main Street)
- 9am – 10am = Meeting with all Committees – Chair and Members at the Comstock Inn (300 E. Main Street)
- 10am – 11am = Meeting with Chair of the Board at Owosso Books & More (119 W. Exchange Street)

- 11am – 12:30pm = Meeting with DDA/Main Street Board of Directors at City Hall – Council Chambers (301 W. Main Street)

Local Community Responsibilities

The local community is required to assist National and Michigan Main Street staff with the following:

- Logistics
 - Annual report completed and submitted to MMS by deadline
 - Self-Evaluations completed by MS Board and submitted with Annual Report on Aug 10th
 - MS Manager organized meetings to meet MMS scheduling needs (listed above to have the maximum amount of participation at the meetings)
 - Have final agenda filled out with times and locations provided to Michigan Main Street no later than two weeks before the on-site visit.