

BOARD OF DIRECTORS' MEETING

➡ AGENDA

JULY 18, 2025, 11:30 AM



- I. Welcome
- II. Approval of Minutes
 - A. *July Board Meeting p. 3
- III. Financial Report p. 5
- IV. Staff Report p. 15
- V. Old Business
- VI. New Business
 - A. Downtown Design Review Board Candidate
- VII. Public Forum
- VIII. Adjournment

* Denotes action items

Upcoming Meetings:

September 15, 11:30 am – September Board Meeting

October 20, 11:30 – October Board Meeting

November 17, 11:30 – November Board Meeting

This meeting, and all communications between Board Members, are subject to the provisions of the Tennessee Open Meetings Act.

BOARD OF DIRECTORS' MEETING

➤ MINUTES

JULY 21, 2025, 11:30 AM

The Board of Directors of Downtown Knoxville Alliance met on Monday, July 21, 2025 at 11:30 pm at 17 Market Square, Knoxville, TN.

Board members present included board chair, Mary Katherine Wormsley, Chip Barry, Ilana Brodt, Natalea Cummings, Faris Eid, and Blaine Wedekind. DKA and Knoxville Chamber staff in attendance included: Callie Blackburn, Michele Hummel, Karen Kakanis, and Angela Lunsford.

I. Welcome

Mary Katherine Wormsley chaired the meeting and called the meeting to order.

II. Approval of Minutes

Mary Katherine Wormsley called for the minutes from the June Board Meeting to be approved. Chip Barry made a motion to approve the minutes. Natalea Cummings seconded the motion, which was unanimously approved by the board.

III. Financials

Angela Lunsford delivered the report for the corporation explaining the various reports. Faris Eid made a motion to approve the financial report, and Chip Barry seconded the motion, which was unanimously approved by the board.

IV. Committee Reports

A. Marketing

Michele Hummel stated that the Marketing Committee met on July 16. The committee reviewed two sponsorships: 25th Annual Hola Festival and 20th International Food Festival.

Following a discussion by the committee, the following recommendations were presented in the form of a motion to the board, requesting funding for the Hola Festival for \$5,000 and the International Food Festival \$5,000.

Blaine Wedekind seconded the motion and the motion was unanimously passed by the board as recommended by the committee.

B. Quality of Life

The Quality of Life Committee met on July 16 to review a request from Avery Kerley for a pilot program for cigarette litter prevention and recycling in downtown Knoxville. The program will include 10 cigarette receptacles placed in 9 separate locations, which will be maintained weekly.

A motion was made by the committee in the form of a motion to the board to fund the request as presented for \$9,690.48 with \$6,500 paid once they are ready to start the project and the balance six months after installation of the receptacles.

It was suggested that a report be provided to DKA six months after the program starts to determine how the program is progressing before distributing the remaining funds.

Faris Eid seconded the motion, which was unanimously approved by the board.

V. Staff Report

Staff presented their report, which provided an update on activities from the previous month. The full reports were included in the agenda packet.

VI. Old Business

There was no Old Business.

VII. New Business

A. Election of Board Officers

Faris Eid put forth a slate of officers with Chair: Mary Katherine Wormsley; Vice Chair: Natalea Cummings; Treasurer: Nikki Elliott; and Secretary: Gay Lyons. This motion was seconded by Chip Barry and unanimously approved by the board.

VIII. Public Forum

Charles Frazier, candidate for 6th District City Council, introduced himself and discussed his reasons for running for City Council. He encouraged everyone to vote.

IX. Adjournment

With no other business, the meeting was adjourned.

Secretary

Downtown Knoxville Alliance
Statement of Cash Flows
Fiscal YTD July 31, 2025

	Jul '25 - Jun '26
OPERATING ACTIVITIES	
Net Income	(54,003)
Adjustments to reconcile Net Income to net cash provided by operations:	
1110 - Other Receivable	(2,516)
1350 - Prepaid Expenses	(28,257)
1750 - Accumulated Depr - Leaseholds	207
1760 - Accumulated Depr - Furniture	485
2020 - Accounts Payable	10,530
2600 - Accrued Payables	17,620
Net cash provided by Operating Activities	(55,934)
Net cash increase for period	(55,934)
Cash at beginning of period	2,070,679
Cash at end of period	2,014,745
 Current Liabilities	 (42,882)
Accrued Payables	(1,105,273)
 Accounts receivable and Other	 8,915
Prepaid Expenses	30,690
Fixed Assets	54,949
Subtotal	(1,053,602)
 Projected Remaining Budgeted Income (Expenses)	
Revenue	1,191,085
Development	(115,000)
Quality of Life	(318,441)
Business Support	(49,397)
Marketing/Sponsorships	(287,839)
Administration	(267,804)
Subtotal	152,605
 Projected Cash - Before Minimum Reserve	 1,113,749
Minimum Cash Balance - Reserve	(150,000)
Projected Cash Availability	963,749

Downtown Knoxville Alliance
Statement of Cash Flows
Fiscal YTD July 31, 2025

Project	Grants	Permit Date	Comp Date	Accrued	YE 6/30/2024	Total
314 Union Ave (COK)	250,000		9/30/2022		0	0
YWCA Keys of Hope	250,000		6/30/2024		0	0
Tennessee Theatre	300,000		6/30/2024		0	0
Art & Cultural Alliance	200,000		6/30/2024		0	0
	<u>1,000,000</u>				<u>0</u>	<u>0</u>

* City approval required

Note: Farragut Building/Hyatt Place, 530 S. Gay Street

In 2015, DKA Board agreed to receive \$4,578 and abate the increased incremental assessments during the project's 25-year PILOT term which ends 3/17/41.

Note: Marble Alley/formerly Knox County property, 300 State Street

In 2013, Knox County Commission and Knox County IDB approved a 10-year PILOT for Marble Alley Lofts. Knox County previously held this property and was tax-exempt; therefore they did not pay property taxes or DKA assessments. PILOT term ends 12/31/25

Note: Church + Henley formerly State Supreme Court, 700 Henley Street

In 2019, DKA approved a 10-year abatement of the incremental assessment for the State Supreme Court project starting 48 months after developers close on the two parcels to allow for construction and project stabilization. DKA will continue to receive assessments for both properties based on the acquisition cost. DKA's assessment is expected to be approx. \$3,208 during the abatement time. The City's 25 year PILOT term ends 3/4/48. The property closed on 9/30/19. DKA's abatement ends 9/30/2033.

Downtown Knoxville Alliance
Profit & Loss Actual vs Budget July 31, 2025

	Acct #	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	TOTAL	FY26 Budget	Remainder
Income																
C8ID Tax Assessments	4020	8,915	-	-	-	-	-	-	-	-	-	-	-	8,915	1,200,000	1,191,085
Investment Income	4100	3,624	-	-	-	-	-	-	-	-	-	-	-	3,624	30,000	26,376
Total Income		12,539	-	-	-	-	-	-	-	-	-	-	-	12,539	1,230,000	1,217,461
Expenses																
Development																
Path to Prosperity	5225	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000	15,000
Special Projects	5205	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	100,000
Total Development		-	-	-	-	-	-	-	-	-	-	-	-	-	115,000	115,000
Quality of Life																
Beautification	5659	9,791	-	-	-	-	-	-	-	-	-	-	-	9,791	45,000	35,209
Ambassador Program	5657	14,265	-	-	-	-	-	-	-	-	-	-	-	14,265	171,180	156,915
Open Street Activation	5663	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000
Security	5655	3,682	-	-	-	-	-	-	-	-	-	-	-	3,682	120,000	116,318
Initiatives from Survey	5664	-	-	-	-	-	-	-	-	-	-	-	-	-	125,000	125,000
Total Quality of Life		27,739	-	-	-	-	-	-	-	-	-	-	-	27,739	471,180	318,441
Business Support																
Business Support	5150	603	-	-	-	-	-	-	-	-	-	-	-	603	50,000	49,397
Total Business Support		603	-	-	-	-	-	-	-	-	-	-	-	603	50,000	49,397
Marketing Expenses																
Advertising General	5305	2,028	-	-	-	-	-	-	-	-	-	-	-	2,028	60,000	57,972
Print and Content Development	5306	4,172	-	-	-	-	-	-	-	-	-	-	-	4,172	60,000	55,828
Website - All Committees	5375	962	-	-	-	-	-	-	-	-	-	-	-	962	30,000	29,038
Downtown Scavenger Hunt	5364	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000	20,000
Brand Refinement	5376	-	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000
Events and Sponsorship	5360	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000	125,000	115,000
Total Marketing Expenses		17,161	-	-	-	-	-	-	-	-	-	-	-	17,161	305,000	287,839
Administration																
Office Relocation	5415	-	-	-	-	-	-	-	-	-	-	-	-	912	22,000	21,088
Meals/ Lodging/ Travel	5420	1,896	-	-	-	-	-	-	-	-	-	-	-	1,896	6,000	4,104
Office Expense	5430	487	-	-	-	-	-	-	-	-	-	-	-	487	8,000	7,513
Bank Fees	5435	-	-	-	-	-	-	-	-	-	-	-	-	-	200	200
Postage	5440	13	-	-	-	-	-	-	-	-	-	-	-	13	2,500	2,487
Professional Dev.	5465	-	-	-	-	-	-	-	-	-	-	-	-	-	13,000	13,000
Professional Svc	5450	-	-	-	-	-	-	-	-	-	-	-	-	-	12,000	12,000
Svc Contract - Operations	5460	16,893	-	-	-	-	-	-	-	-	-	-	-	16,893	222,050	205,157
Insurance Directors/Officers	5490	71	-	-	-	-	-	-	-	-	-	-	-	71	900	829
Software	5480	75	-	-	-	-	-	-	-	-	-	-	-	75	1,500	1,425
Total Administration		20,346	-	-	-	-	-	-	-	-	-	-	-	20,346	288,150	267,804
Total Expenses		65,850	-	-	-	-	-	-	-	-	-	-	-	65,850	1,229,330	1,038,480
Change in NAV		(53,311)	-	-	-	-	-	-	-	-	-	-	-	(53,311)	670	(178,981)
Depreciation	6000	692	-	-	-	-	-	-	-	-	-	-	-	692	-	-
NAV Total after Surplus Spending		(54,003)	-	-	-	-	-	-	-	-	-	-	-	(54,003)	-	-

Downtown Knoxville Alliance

Statement of Cash Flows

July 2025

	TOTAL
OPERATING ACTIVITIES	
Net Income	-54,002.83
Adjustments to reconcile Net Income to Net Cash provided by operations:	
1110 Other Receivable	-2,515.51
1350 Prepaid Expenses	-28,257.33
1750 Accumulated Depreciation:Accumulated Depr - Leaseholds	207.34
1760 Accumulated Depreciation:Accumulated Depr - Furniture	484.67
2020 Acc. Payable:Accounts Payable	10,529.54
2600 Accrued Payables	17,620.39
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-1,930.90
Net cash provided by operating activities	\$ -55,933.73
NET CASH INCREASE FOR PERIOD	\$ -55,933.73
Cash at beginning of period	2,070,679.18
CASH AT END OF PERIOD	\$2,014,745.45

Downtown Knoxville Alliance
Balance Sheet
As of July 31, 2025

ASSETS

Current Assets

Bank Accounts

1000 Cash & Cash Equiv.	
1012 First Bank Checking	(6,363.96)
1014 First Bank ICS	1,157,896.86
1020 Investments - Cert Dep and MM	
1022 FirstBank CD 0680	103,966.25
1036 Home Federal CD 2895	256,141.99
1037 First Century CD 0328	245,000.00
1038 Truist CD 6084	258,104.31
Total 1020 Investments - Cert Dep and MM	<u>\$ 863,212.55</u>
Total 1000 Cash & Cash Equiv.	<u>\$ 2,014,745.45</u>
Total Bank Accounts	<u>\$ 2,014,745.45</u>

Accounts Receivable

1110 Other Receivable	8,914.70
Total Accounts Receivable	<u>\$ 8,914.70</u>

Other Current Assets

1350 Prepaid Expenses	30,689.92
Total Other Current Assets	<u>\$ 30,689.92</u>
Total Current Assets	<u>\$ 2,054,350.07</u>

Fixed Assets

1650 Leasehold Improvements	14,928.65
1660 Furniture & Equipment	40,712.62
1700 Accumulated Depreciation	
1750 Accumulated Depr - Leaseholds	(207.34)
1760 Accumulated Depr - Furniture	(484.67)
Total 1700 Accumulated Depreciation	<u>\$ (692.01)</u>
Total Fixed Assets	<u>\$ 54,949.26</u>

Other Assets

1925 Security Deposit	2,130.48
Total Other Assets	<u>\$ 2,130.48</u>

TOTAL ASSETS

\$ 2,111,429.81

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 Acc. Payable	
2020 Accounts Payable	42,882.29
Total 2000 Acc. Payable	<u>\$ 42,882.29</u>
Total Accounts Payable	<u>\$ 42,882.29</u>

Other Current Liabilities

2600 Accrued Payables	1,105,273.34
Total Other Current Liabilities	<u>\$ 1,105,273.34</u>
Total Current Liabilities	<u>\$ 1,148,155.63</u>

Total Liabilities

\$ 1,148,155.63

Equity

3900 Change in NA - unrestricted	1,017,277.01
Net Income	(54,002.83)
Total Equity	<u>\$ 963,274.18</u>

TOTAL LIABILITIES AND EQUITY

\$ 2,111,429.81

Accrued Payables at 07.31.25

City of Knoxville (314 Union Ave) accrued 9/30/22	FY23	\$250,000.00
Market Square Power Wash (total of 2)	FY24	\$3,200.00
Marketing/branding/activation requests COK street closures	FY24	\$3,937.52
YWCA Keys of Hope Grant	FY24	\$250,000.00
Art & Cultural Alliance - Emporium Project	FY24	\$200,000.00
Tennessee Theatre - \$300k total; \$100k current year Dev Grants	FY24	\$300,000.00
2025 Programming - East TN Historical Society	FY25	\$5,000.00
Old City Market & First Friday Block Party	FY25	\$5,000.00
Knoxville Museum of Art - Free Family Fun Day	FY25	\$1,000.00
KPD Mounted Patrol Unit Expansion	FY25	\$55,485.00
City of Knoxville / Concerts on the Square	FY25	\$2,000.00
Old City Association / Rhinestone Fest in the Old City	FY25	\$1,500.00
Asia Culture Center of TN - Knox Asian Festival	FY25	\$2,500.00
Office Relocation	FY25	\$5,960.35
Sustainable Solutions - Cigarette Litter Prevention & Recycling	FY26	\$9,690.48
HoLa Hora Latina - 25th Annual Hola Festival	FY26	\$5,000.00
Anoor Academy of Knoxville - 20th International Food Festival	FY26	\$5,000.00
		\$1,105,273.35

Downtown Knoxville Alliance

Profit and Loss

July 2025

Income		
4020 CBID Assessment		8,914.70
4100 Interest on Cash Reserves		3,624.48
Total Income	\$	12,539.18
Gross Profit	\$	12,539.18
Expenses		
5100 Business Support		
5150 Merchant Support		603.38
Total 5100 Business Support	\$	603.38
5300 Marketing Expenses		
5305 Advertising		2,027.96
5306 Print and Content Development		4,171.98
5360 Sponsorships - Events		10,000.00
5375 Website		961.54
Total 5300 Marketing Expenses	\$	17,161.48
5400 Administration		
5415 Office Lease Expenses		911.99
5420 Meals/Lodging/Travel		1,895.60
5430 Office Expenses		487.03
5440 Postage		13.02
5460 Services Contract		16,892.55
5480 Software		75.38
5490 Insurance D&O		70.84
Total 5400 Administration	\$	20,346.41
5650 Quality of Life		
5655 Security		3,682.25
5657 Ambassador Program		14,265.00
5659 Beautification		9,791.48
Total 5650 Quality of Life	\$	27,738.73
6000 Depreciation Expense		692.01
Total Expenses	\$	66,542.01
Net Operating Income	\$	(54,002.83)
Net Income	\$	(54,002.83)

A/P Aging Detail

As of July 31, 2025

Transaction						
Date	Type	Num	Vendor	Due Date	Past Due	Amount
06/30/2025	Bill	16308	Knoxville Police Department	07/31/2025	13	3,587.27
06/30/2025	Bill	16309	Knoxville Police Department	07/31/2025	13	3,294.32
06/30/2025	Bill	16306	Knoxville Police Department	07/31/2025	13	2,603.75
06/30/2025	Bill	16313	Knoxville Police Department	07/31/2025	13	1,939.38
06/30/2025	Bill	16312	Knoxville Police Department	07/31/2025	13	1,776.59
06/30/2025	Bill	16310	Knoxville Police Department	07/31/2025	13	1,160.22
06/30/2025	Bill	16311	Knoxville Police Department	07/31/2025	13	995.12
06/30/2025	Bill	16307	Knoxville Police Department	07/31/2025	13	426.09
06/30/2025	Bill	6302025	Hummel, Michele	07/31/2025	13	176.22
07/01/2025	Bill	2507842	High Resolutions, Inc	07/31/2025	13	238.51
07/31/2025	Bill	INV014008	Knoxville Chamber	08/01/2025	12	16,892.55
07/31/2025	Bill	12288	MoxCar.	08/01/2025	12	2,362.50
07/31/2025	Bill	INV014103	Knoxville Chamber	08/01/2025	12	362.58
07/24/2025	Bill	7242025	KUB	08/11/2025	2	101.00
07/31/2025	Bill	DKA-80125	Southern Bloom Social	08/15/2025	-2	1,440.00
07/31/2025	Bill	7312025	Callie Blackburn	08/15/2025	-2	217.02
07/30/2025	Bill	INV236985	Off Duty Management, Inc.	08/29/2025	-16	660.00
07/31/2025	Bill	7213660	Knoxville News Sentinel	08/31/2025	-18	1,777.60
07/31/2025	Bill	7312025	Card Services Center - Mastercard	09/04/2025	-22	2,871.57
TOTAL						\$ 42,882.29

Downtown Knoxville Alliance
A/R Aging Detail
As of July 31, 2025

	Date	Transaction Type	Num	Customer	Due Date	Amount	Open Balance
Current	07/31/2025	Invoice	7312025	City of Knoxville.	08/31/2025	8,914.70	8,914.70
Total for Current						\$ 8,914.70	\$ 8,914.70
TOTAL						\$ 8,914.70	\$ 8,914.70

Downtown Knoxville Alliance
1012 First Bank Checking, Period Ending 07/31/2025

RECONCILIATION REPORT

Reconciled on: 08/04/2025

Reconciled by: Karen Kakanis

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	23,778.28
Checks and payments cleared (37)	-158,647.49
Deposits and other credits cleared (15)	134,869.21
Statement ending balance	0.00
Uncleared transactions as of 07/31/2025	-6,363.96
Register balance as of 07/31/2025	-6,363.96
Cleared transactions after 07/31/2025	0.00
Uncleared transactions after 07/31/2025	-32,952.51
Register balance as of 08/04/2025	-39,316.47

Uncleared checks and payments as of 07/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/18/2025	Bill Payment	2732	Card Services Center - Mastercard	-6,363.96
Total				-6,363.96