

Main Street Advisory Board Agenda | Thursday, December 18, 2025

Staff: Kayla Kler, Cortney Sutcliffe, Kristin Fong, Chloe Valentine

Board: Derek Smith, Carly Ann Carruthers, Bonnie Gregory, Bruce Heimbeck, Kyle Brost, Jen Womack

Bruce called the meeting to order 10:04 AM.

Action Item: Carly made a motion to approve minutes as submitted, with Derek seconding. Motion to approve the minutes passed unanimously.

Kayla shared an update on the upcoming Legislative budget session and WBC budget.

Access as editors to the Google drive has been granted to board members for the community check-ins. Board members will continue to reach out to communities and find time to connect. Carly suggested utilizing local board meetings as a possible option to connect with communities.

Kayla walked through the updates to the board handbook to align with state statutory requirements and feedback from the September 2025 meeting.

Action Item: Derek moved to accept the handbook, seconded by Carly. Motion to approve the handbook as updated passed unanimously.

Kayla shared the background of the program guidelines and requirements from communities for each level. As communities were working through the process, there were some mismatches noted, highlighting a need for more robust program documentation. Board members reviewed and discussed the 2026 Program Guidelines document sections: Introduction, Candidate Program, Affiliate Level, Accredited Level, Internal Notes and Justification. Board members will review and add comments where edits might be needed for the January check-in. Board members may utilize this document with community visits as a way to ensure accuracy.

Further discussion on the roadmap of community from interest through the application process and program layers over time to accreditation. Discussion of the board's role as a resource and support for communities, meeting each community where they are and on their individual goals while also holding them accountable for basic documentation and requirements to ensure a thriving program.

Carly gave an update on the 2026 - 2036 Wyoming Historic Preservation Preservation Plan and will add documents to the Google drive for board members to review.

The meeting was adjourned at 11:01 am.