

April 25, 2008

To: Main Street Board and Staff of Belle Plaine, Mount Vernon, Washington and Woodbine
Cc: Board Presidents
From: Jane Seaton, Main Street Iowa
Re: Main Street University

Enclosed please find the agenda for Main Street University, the two-day intensive training that will be held on **Wednesday, May 28 and Thursday, May 29, 2008**. The training site for **Wednesday will be The Swinging Bridge Studio, 518 Broad Street and on Thursday, at the Story City Community Center, 503 Elm Avenue** in beautiful downtown Story City, Iowa. On Wednesday, please park on the side streets of Park and Pennsylvania just around the corner from the Studio. We have asked Story City to host this training so participants will have an opportunity to see Main Street at work at the community level. While this training is being planned especially for you as the newest Main Street cities, all Main Street Iowa communities are invited to send new staff, board members or volunteers who would like to learn about the Main Street Approach.

If you have any special or dietary needs, please notify Main Street Iowa so that we can make every effort to accommodate you.

You will note in the agenda, that time has been scheduled for interaction with the local board and volunteers. Please pay particular attention to the dinner meeting with the board. This is your opportunity to ask specific questions regarding the local program and its operation. Questions may pertain to budgeting, volunteer recruitment, staffing or any other topic that you feel would be helpful to your organization during its initial start up. We would ask that you **prepare 3 questions prior to your arrival on the 28th** and give them to a Main Street Iowa staff member that day.

LODGING:

The following accommodations are available in Story City. Each program or individual is responsible for making their own arrangements for lodging and payment of all hotel charges.

A block of rooms has been held at the Comfort Inn but feel free to choose from any of the options provided.

Comfort Inn
425 Timberline Drive
PH 515.733.6363
Rate: \$69.99 per room single or double Breakfast, indoor pool and hot tub

Super 8 Motel
515 Factory Outlet Drive
PH. 515.733.5281
Rates: \$55 single and \$60 double Light breakfast

Viking Motel
1520 Broad Street
PH. 515.733.4306
Rates: \$45 single and \$52 double Light breakfast

In order to prepare an adequate number of training materials and meal reservations, please **RSVP by May 21st to Main Street Iowa at 515.242.4756 to advice of attendees from your community. This training should be both fun and informative.**

