

AGENDA  
CITY OF CARO  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
November 8, 2023- NOON

CALL TO ORDER

PUBLIC COMMENT

APPROVAL OF AGENDA

APPROVAL OF MINUTES

1. Subcommittee Meeting- October 6, 2023
2. Regular Meeting- October 11, 2023

FINANCIAL REPORT

1. September 2023

BUSINESS ITEMS

1. Logo
2. Winter Decorations
3. Business Directory Application
4. Election of Officers

OTHER BUSINESS

1. Wayfinding Signs

EXECUTIVE DIRECTOR REPORT

1. Written Report Submitted

LIASON REPORT

PUBLIC COMMENT

ADJOURN

MINUTES  
CITY OF CARO  
DOWNTOWN DEVELOPMENT AUTHORITY  
SUBCOMMITTEE MEETING  
October 6, 2023- 12pm

Acting Chairman, Randy Whittaker called the meeting to Order at 12:09pm on October 6, 2023, in the City of Caro Council Chambers.

PRESENT: Acting Chairman Randy Whittaker, Councilor Charlotte Kish, Sonya Otremba, Bob Wolak, DDA Director Lauren Amellal.

Others Present: None

**PUBLIC COMMENT: NONE**

**APPROVAL OF AGENDA:**

Motion by Kish, seconded by Otremba to approve the agenda.

**BUSINESS ITEM:**

**1. Purchasing Policy:**

The appointed subcommittee reviewed the draft purchasing policy, recommending changes to the level of the Executive Director single purchase limit to one thousand dollars, adding the DDA Chairman as a required signature for single purchases over one thousand dollars, lowering the required threshold for formal bid procedures to five thousand dollars to align with the scale of the DDA budget. Removing the phrase " the Executive Director making the significant change in the purchase order may be held liable for that purchase" in B.2 of Section 1. Removing and replacing the phrase referring to "next in line" in B.9 of Section 2. Other substantial changes included removing the phrase "four members voting affirmative is required" from all sections, and removing and replacing bid opening parties from board secretary and designee to Executive Director and one board member as in B. 5. Section 2, and C. 7 Section 2

**PUBLIC COMMENT: NONE**

**ADJOURN:**

Motion by Otremba, seconded by Kish to adjourn the meeting at 1:28pm. Motion carried.

Respectfully Submitted

DDA Executive Director, Lauren Amellal

MINUTES  
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
OCTOBER 11, 2023- NOON

Acting Chairman Randy Whittaker called the meeting to Order at 12:07pm on October 11, 2023, in the City of Caro, Council Chambers.

Present: Acting Chairman Randy Whittaker, Sonya Otremba, Bob Wolak, Thomas Bardwell, acting city liaison Scott Czasak, DDA Director Lauren Amellal.

Absent: Councilor Charlotte Kish, Evan Osentoski, Dick Ransford, Ross Downing.

Others Present: Former Mayor Joe Greene, City Clerk Rita Papp.

**PUBLIC COMMENT: NONE**

**APPROVAL OF AGENDA:**

Motion by Czasak, seconded by Bardwell to approve the agenda as presented. Motion carried.

**COMMUNICATION: NONE**

**APPROVAL OF MINUTES:**

Motion by Otremba, seconded by Czasak to approve the September 13, 2023, meeting minutes.

**FINANCIAL REPORT:**

Motion by Czasak, seconded by Wolak to receive and file the financial report as presented. Motion carried.

**BUSINESS ITEMS:**

**1. Board Member Resignation**

Motion by Czasak, seconded by Bardwell to accept the resignation, and refer the vacancy to Council for appointment.

**MINUTES**  
**CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY**  
**REGULAR MEETING**  
**OCTOBER 11, 2023- NOON**

**2. Purchasing Policy**

Motion by Wolak, seconded by Otremba to accept and approve the Purchasing Policy as presented. Motion carried.

**OTHER BUSINESS:**

1. **Wayfinding Signs:** No meeting.

**EXECUTIVE DIRECTOR REPORT:**

Written Report submitted. Director Amellal gave a verbal review of the highlights.

**LIASON REPORT:**

Acting City Liaison Czasak gave a verbal report including updates on the old police station demolition, the six new light poles purchased by the City, Pumpkin Festival activities, and the upcoming Frankenmuth Bible Church outreach project on October 22, 2023.

**PUBLIC COMMENT: NONE**

**ADJOURN:**

Motion by Czasak, seconded by Wolak to adjourn the meeting at 12:34pm. Motion carried.

Respectfully Submitted

DDA Executive Director

Lauren Amellal

**CITY OF CARO**  
BALANCE SHEET  
SEPTEMBER 30, 2023

**FUND 248 - DDA FUND**

<u>ASSETS</u>			
248-000-001-100	DDA CASH	189,066.80	
248-000-001-101	BAND SHELL DONATIONS	3,306.96	
248-000-040-000	ACCTS RECEIVABLE	129.00	
248-000-123-000	PREPAID EXPENSES	275.69	
		<hr/>	
	TOTAL ASSETS		<u>192,778.45</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
248-000-339-000	DDA DEFERRED REVENUE	404.00	
		<hr/>	
	TOTAL LIABILITIES		404.00
<u>FUND EQUITY</u>			
248-000-399-000	DDA FUND BALANCE	215,159.41	
	REVENUE OVER EXPENDITURES - YTD	( 22,784.96)	
		<hr/>	
	TOTAL FUND EQUITY		<u>192,374.45</u>
			<hr/>
	TOTAL LIABILITIES AND EQUITY		<u>192,778.45</u>

**CITY OF CARO**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023**

**FUND 248 - DDA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>REVENUE</u>					
248-000-403-002 TIF CTY NEW ALMER DDA	.00	.00	19,852.00	( 19,852.00)	.00
248-000-403-003 TIF COUNTY NEW DDA/TRANSIT	.00	.00	8,778.00	( 8,778.00)	.00
248-000-403-004 TIF CITY NEW DDA (100%)	.00	.00	34,146.00	( 34,146.00)	.00
248-000-403-005 TIF CITY NEW DDA (100%) ALMER	.00	.00	77,224.00	( 77,224.00)	.00
248-000-665-000 INTEREST & DIVIDEND INCOME	292.94	1,042.91	.00	1,042.91	.00
248-000-667-000 FARMER'S MARKET - VENDOR REV	755.00	3,675.00	15,000.00	( 11,325.00)	24.50
248-000-667-001 FARMERS MARKET - PAV. RENTAL	.00	.00	1,000.00	( 1,000.00)	.00
248-000-674-001 FARMER'S MARKET - KC DONATION	.00	115.00	500.00	( 385.00)	23.00
248-000-674-003 FARMERS MARKET - EVENT SPONSOR	.00	700.00	.00	700.00	.00
248-000-675-000 OTHER REVENUE (MISC)	500.00	500.00	.00	500.00	.00
248-000-675-001 FARMERS MARKET - OTHER REVENUE	30.00	90.00	500.00	( 410.00)	18.00
248-000-676-000 FARMERS MARKET - F.S. GRANT	129.00	414.90	650.00	( 235.10)	63.83
248-000-676-001 FARMERS MARKET - SNAP REVENUE	862.00	2,115.00	7,500.00	( 5,385.00)	28.20
248-000-676-002 FARMERS MARKET - PROJECT FRESH	.00	.00	300.00	( 300.00)	.00
TOTAL FUND REVENUE	2,568.94	8,652.81	165,450.00	( 156,797.19)	5.23

**CITY OF CARO**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023**

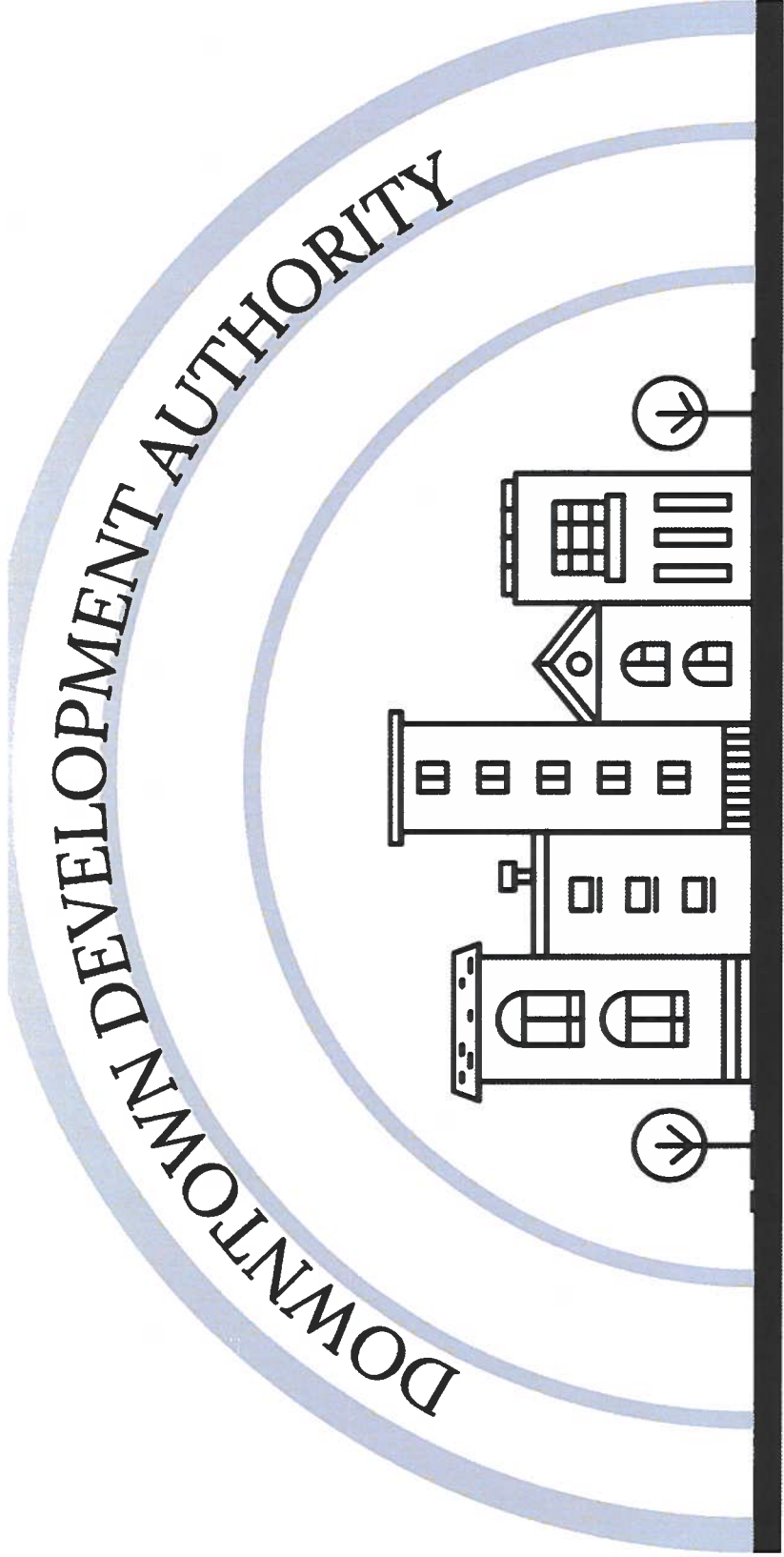
**FUND 248 - DDA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>DPW</u>					
248-441-702-000 WAGES DPW	36.74	161.02	3,662.95	3,501.93	4.40
248-441-714-000 FRINGES	.00	839.40	686.26	( 153.14)	122.32
248-441-716-000 HOSPITALIZATION INSURANCE	69.36	277.44	1,418.00	1,140.56	19.57
248-441-717-000 LIFE INSURANCE	5.69	16.07	60.00	43.93	26.78
248-441-718-000 RETIREMENT	2.58	2.58	.00	( 2.58)	.00
248-441-719-000 SHORT/LONG TERM DISABILITY	17.77	50.82	150.00	99.18	33.88
248-441-721-000 WORKER'S COMP INSURANCE	.00	9.49	500.00	490.51	1.90
248-441-943-000 EQUIPMENT RENTAL	175.35	219.90	1,000.00	780.10	21.99
<b>TOTAL DPW</b>	<b>307.49</b>	<b>1,576.72</b>	<b>7,477.21</b>	<b>5,900.49</b>	<b>21.09</b>
<u>DDA</u>					
248-728-702-000 DDA WAGES	4,307.70	12,426.92	56,000.00	43,573.08	22.19
248-728-703-000 DDA WAGES - PART TIME	181.32	453.11	2,384.81	1,931.70	19.00
248-728-705-000 SEASONAL DDA SALARY	1,066.00	3,172.00	7,841.60	4,669.60	40.45
248-728-715-000 PAYROLL TAXES	427.40	1,239.00	5,066.32	3,827.32	24.46
248-728-716-000 HOSPITALIZATION INSURANCE	12.90	51.60	22,609.51	22,557.91	.23
248-728-717-000 LIFE INSURANCE	20.75	62.25	226.80	164.55	27.45
248-728-718-000 RETIREMENT	447.37	447.37	5,817.71	5,370.34	7.69
248-728-719-000 SHORT/LONG TERM DISABILITY	67.88	203.64	755.16	551.52	26.97
248-728-721-000 WORKER'S COMP INSURANCE	.00	197.51	1,500.00	1,302.49	13.17
248-728-741-000 LUNCHEONS	.00	.00	900.00	900.00	.00
248-728-760-000 POSTAGE	.00	8.55	200.00	191.45	4.28
248-728-776-000 DDA OPERATING SUPPLIES	400.25	1,331.32	3,000.00	1,668.68	44.38
248-728-801-000 DDA CONTRACTED SERVICES	2,088.00	2,204.00	10,000.00	7,796.00	22.04
248-728-801-001 ACCOUNTING SERVICES	900.00	900.00	3,600.00	2,700.00	25.00
248-728-802-000 AUDIT	.00	.00	432.00	432.00	.00
248-728-853-000 TELEPHONE	105.00	315.00	1,000.00	685.00	31.50
248-728-900-000 ADVERTISING	.00	.00	500.00	500.00	.00
248-728-920-000 ELECTRIC	126.72	416.27	2,500.00	2,083.73	16.65
248-728-921-000 GAS	1.40	27.61	500.00	472.39	5.52
248-728-922-000 WATER/SEWER/GARBAGE	.00	84.10	1,000.00	915.90	8.41
248-728-943-000 DDA EQUIPMENT RENT	356.96	2,357.46	2,000.00	( 357.46)	117.87
248-728-943-001 DDA BUILDING RENT	.00	100.00	.00	( 100.00)	.00
248-728-960-000 EDUCATION & DUES	.00	.00	1,000.00	1,000.00	.00
248-728-963-000 PROPERTY TAXES	.00	165.20	.00	( 165.20)	.00
248-728-965-000 LIABILITY INSURANCE	.00	262.25	3,000.00	2,737.75	8.74
248-728-970-001 DECORATIONS	.00	.00	3,000.00	3,000.00	.00
<b>TOTAL DDA</b>	<b>10,509.65</b>	<b>26,425.16</b>	<b>134,833.91</b>	<b>108,408.75</b>	<b>19.60</b>

**CITY OF CARO**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2023**

**FUND 248 - DDA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>FARMERS MARKET</u>						
248-733-900-000	FARMERS MARKET - ADVERTISING	540.00	1,800.00	2,000.00	200.00	90.00
248-733-956-000	FARMERS MARKET - SNAP EXPENSE	663.00	1,194.00	7,500.00	6,306.00	15.92
248-733-956-001	FARMERS MARKET - OTHER EXPENSE	.00	.00	500.00	500.00	.00
248-733-956-002	FARMER'S MARKET - KC PROG EXP	100.00	142.00	.00	( 142.00)	.00
248-733-956-003	PROJECT FRESH EXPENSES	.00	.00	300.00	300.00	.00
248-733-956-004	FARMERS MARKET - F.D. GRANT EX	.00	285.90	650.00	364.10	43.98
248-733-956-005	FARMERS MARKET - EXPENSES	13.99	13.99	500.00	486.01	2.80
248-733-960-000	FARMER'S MARKET - EDUCATION	.00	.00	500.00	500.00	.00
<b>TOTAL FARMERS MARKET</b>		<b>1,316.99</b>	<b>3,435.89</b>	<b>11,950.00</b>	<b>8,514.11</b>	<b>28.75</b>
<u>OPERATING TRANSFER OUT</u>						
248-966-995-000	TRANSFER TO PARKS & REC	.00	.00	400.00	400.00	.00
248-966-999-003	TRANSFER TO LOCAL	.00	.00	10,788.88	10,788.88	.00
<b>TOTAL OPERATING TRANSFER OUT</b>		<b>.00</b>	<b>.00</b>	<b>11,188.88</b>	<b>11,188.88</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>12,134.13</b>	<b>31,437.77</b>	<b>165,450.00</b>	<b>134,012.23</b>	<b>19.00</b>
<b>NET REVENUES OVER EXPENDITURES</b>		<b>( 9,565.19)</b>	<b>( 22,784.96)</b>	<b>.00</b>	<b>( 22,784.96)</b>	<b>.00</b>



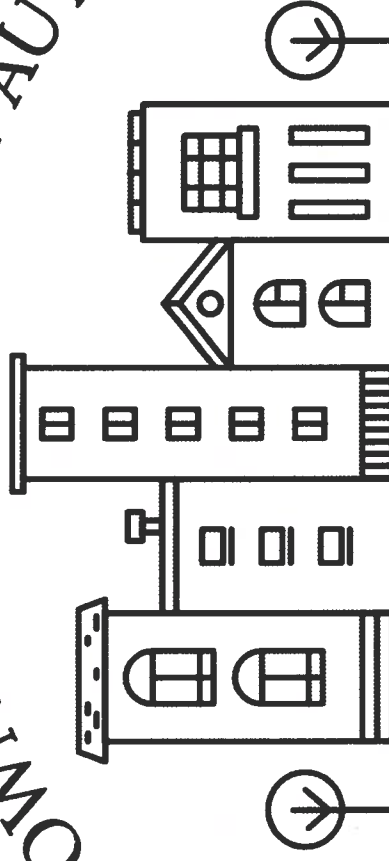
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HISTORIC DOWNTOWN

Caro

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DOWNTOWN DEVELOPMENT AUTHORITY



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HISTORIC DOWNTOWN

Carro

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Downtown Development Authority

Carro, MI

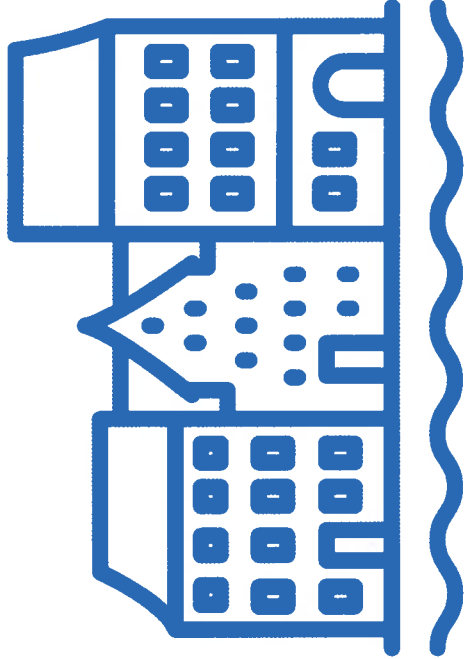
LIVE LOCAL

CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY



LIVE LOCAL

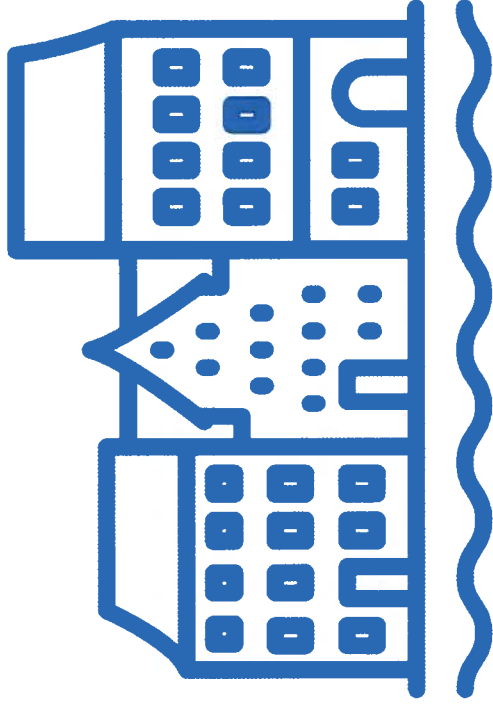
**DOWNTOWN**



**Caro**

*WHERE COMMUNITY  
BEGINS*

DOWNTOWN



Caro

*The sweetest place on earth*



603 E. Frank Street  
 PO Box 522  
 Caro, MI 48723  
 (989) 823-3000

# ESTIMATE EST-9457

www.larsengraphics.com

Payment Terms: Net 15

Created Date: 10/25/2023

**DESCRIPTION:** Over Road Banner & Pole Banners

**Bill To:** City of Caro  
 317 S. State Street  
 Caro, MI 48723  
 US

**Pickup At:** Larsen Graphics, Inc.  
 603 E. Frank Street  
 PO Box 522  
 Caro, MI 48723  
 US

**Requested By:** Lauren Amellal  
 Email: lamellal@carocity.net  
 Work Phone: (989) 673-7671 x 5229  
 Tax ID: 38-6004542

**Salesperson:** House LGI Caro

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	24" x 300" 22oz 2- Sided, W/ Grommets Every 2' All Sides,W/ Windslits	1	\$660.00	\$660.00
2	18" X 36" 2 Sided Street Banners	70	\$35.00	\$2,450.00

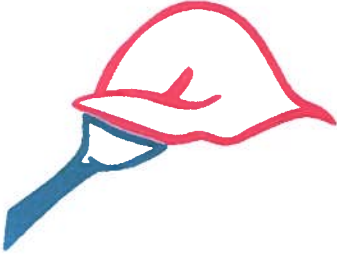
Estimates given prior to completed/approved artwork is a baseline only. Pricing may change depending on what the artwork reflects and if the art prep requires more time.

<b>Subtotal:</b>	\$3,110.00
<b>Taxes:</b>	\$0.00
<b>Grand Total:</b>	\$3,110.00

New customers will need to call and put down a 50% deposit. Customers who have established a rapport with LGI can disregard.

Estimates are valid for 15 days

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# INVOICE

**Lasting Impressions**  
207 W. Burnside St  
Caro 48723-1508  
United States

9896733323  
www.lastingimpressionsflowers.com

**Bill to**  
**DDA / City of Caro**  
Lauren  
  
9893258285  
lamellal@carocity.net

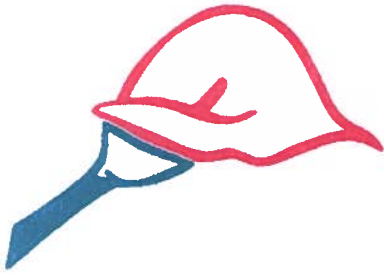
**Invoice Number:** 716  
**P.O./S.O. Number:** Quote  
**Invoice Date:** October 20, 2023  
**Payment Due:** November 4, 2023  
**Amount Due (USD):** **\$6,673.80**

Products	Quantity	Price	Amount
<b>wreath</b> wreaths 24" evergreen	144	\$19.95	\$2,872.80
<b>Silk</b> Garland evergreen 4'	144	\$19.95	\$2,872.80
<b>ribbon</b> red velvet ribbon 100yd bolts	4	\$34.95	\$139.80
<b>misc</b> 100 led light strings	72	\$10.95	\$788.40

**Subtotal:** \$6,673.80  
non tax 0%: \$0.00

**Total:** \$6,673.80

**Amount Due (USD):** **\$6,673.80**



# INVOICE

Lasting Impressions

207 W. Burnside St  
Caro 48723-1508  
United States

9896733323

[www.lastingimpressionsflowers.com](http://www.lastingimpressionsflowers.com)

**Bill to**  
**DDA / City of Caro**

Lauren

9893258285

[lamellal@carocity.net](mailto:lamellal@carocity.net)

**Invoice Number:** 716

**P.O./S.O. Number:** Quote

**Invoice Date:** October 20, 2023

**Payment Due:** November 4, 2023

**Amount Due (USD):** \$8,110.20

## Products

	Quantity	Price	Amount
<b>wreath</b> wreaths 24" evergreen	144	\$19.95	\$2,872.80
<b>Silk</b> Garland evergreen 4'	216	\$19.95	\$4,309.20
<b>ribbon</b> red velvet ribbon 100yd bolts	4	\$34.95	\$139.80
<b>misc</b> 100 led light strings	72	\$10.95	\$788.40

non tax 0%: \$0.00

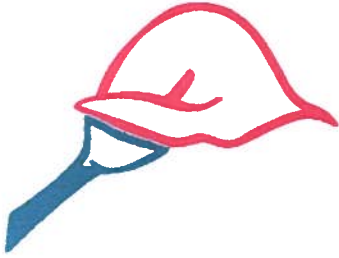
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**Total:** \$8,110.20

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**Amount Due (USD):** \$8,110.20

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Caro 48723-1508  
United States

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**Subtotal:** \$6,673.80  
**non tax 0%:** \$0.00

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**Total:** \$6,673.80

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**Amount Due (USD):** **\$6,673.80**

# Downtown Caro Directory Application

The City of Caro Downtown Development Authority is working diligently to stimulate local economic activity and promote sustainable downtown development. Through grass-root engagement and placemaking efforts we have made significant impacts in our district over the past several years.

We plan to build on this foundation and advance local businesses through the development of a downtown district directory. In order to accomplish our goal, we ask that local businesses, and service providers complete the Downtown Caro Directory Application in full. For more information, please contact Executive Director, Lauren M. Amellal, by email: lamellal@carocity.net, or by phone at (989)325-8285.

**\* Indicates required question**

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1. Email \*

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2. Business Owners Name \*

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3. Business Owners Personal Address \*

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4. Business Owners Personal Phone \*

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5. Business Name \*

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6. Business Address (253 South Main St., Caro, MI, 48723) \*

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7. Business Phone: \*

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8. Business Email: \*

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9. Business Website:

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10. Business Social Media Links:

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11. Is your business a: \*

*Mark only one oval.*

Brick and Mortor Building

Home- Based Business

Online/ Virtual Business

Other: \_\_\_\_\_

12. What are your business hours? (Ex: M-F 9-6pm, S & S Closed) \*

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13. What type of business are you: \*

*Check all that apply.*

- Retail
- Food & Beverage/ Hospitality
- Entertainment
- Government
- Professional Services
- Financial Services
- Legal Services
- Personal Services
- Healthcare
- Wellness
- Daycare
- Education
- Agriculture
- Automotive
- Industrial
- Transportation
- Religious/ Faith-based
- Non- Profit
- Food Truck
- Artisan
- OTHER

14. Please Upload your Business Logo or One Product Picture \*

Files submitted:

15. I, the business owner, Authorize the Use and Dissemination of my logo or photos by the City of Caro Downtown Development Authority for promotional materials, print, digital or video, without payment for such use. \*

Mark only one oval.

Yes

No

16. Please describe your business, and provide your moto, or mission statement. \*

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17. Please describe promotional offers or deals you are planning for the 2023 holiday season (November- December) \*

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18. Required Authentication:  
Please Upload a photo ID for verification.  
(FOR INTERNAL OFFICE USE ONLY)  
Only those that provide a Photo ID that matches the information on the form will be included in the Downtown Directory.

Files submitted:

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This content is neither created nor endorsed by Google.

**Google Forms**

To: City of Caro Downtown Development Authority Board of Directors  
From: Lauren M. Amella, Executive Director  
Date: November 1, 2023  
RE: October Executive Director Report

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Activity:

- Organized a group of volunteers to support the Caro Farmers Market's participation in the Tuscola County Pumpkin Festival Parade.
- Oversaw weekly farmers market, with an economic impact of almost thirty thousand dollars in October, and over two hundred thousand in estimated vendor sales for the 2023 market season.
- Completed and submitted monthly vendor food assistance payments to accounts payable.
- Began work on 2023 Caro Farmers Market Annual Report.
- Hosted the 3<sup>rd</sup> Annual Harvest Day Market, featuring over 40 vendors, and free activities.
- Hosted the 1<sup>st</sup> Annual Fall Food Demo featuring local professional Chef Ashley Monchilov, utilizing Michigan Farmers Market Association Food Safety Grant funds.
- Hosted the 3<sup>rd</sup> Annual Trunk or Treat at the Caro Farmers Market- featuring several local organizations including the Caro Area Chamber of Commerce, NEMSCA, Caro PTO, Caro Parks and Recreation, vendors, two food trucks and live music by local artist Tom Krause.
- Attended monthly Michigan Farmers Market Association Farmers Market Manager meeting.
- Attended LEAD Tuscola program, heard from various leaders in our area.
- Attended several Chamber of Commerce Gingerbread Festival subcommittee meetings.
- Developed various DDA Logos for Board review.
- Researched DDA programs and initiatives currently happening in MI.
- Developed "Downtown Caro Directory Application" for Board review.
- Discussed website and office needs with Chairman Whittaker.
- Developed radio, and online Small Business Saturday promotional campaign for downtown Caro.
- Attended EDC Roundtable meeting, featuring guest speaker Mary Freeman, owner of Lean and Green Michigan. Mary shared a program tool called PACE-- Property Assessed Clean Energy.
- Attended virtual Brownfield update webinar hosted by EGLE and MEDC.
- Attended Rotary with Madison Olar. Assisted in securing \$300.00 in grass-roots funding for the sustainability project at the Caro Farmers Market.
- Discussed further collaboration with the City of Caro Parks and Recreation Chair.
- Began reviewing market rules and application for the 2024 market season.
- Meet with DPW Supervisor, Tom Reese, and discussed new decorations for State Street.
- Secured bids for various types of decoration options for Downtown Caro.
- Discussed several financial questions with City Treasurer. Located over three thousand dollars in unrestricted funds that can be utilized for downtown projects.
- Sent out thank you letters, and Downtown Caro Winter Wonderland Sponsorship forms to all downtown Beautification Sponsors.
- Secured five thousand dollars in sponsorships for the Downtown Caro Winter Wonderland Decorations campaign in one week.