



DABA Member Meeting Minutes

DABA Meeting Date: 2/5/2014

Meeting called to order: 6:03pm by President Mike Britt

Roll Call: President Mike Britt, Vice President Michelle Ilgenfritz, Interim Secretary Nikki Hardy

Officers/Board Names absent: Treasure Tami Sauter (excused), 1st Position Laurie Landis (unexcused)

President welcomes those in Attendance: Mike Britt welcomes all attendees. Mike thanked Marilyn Bullock (Not Present) for her contributions at DABA prior to her resignation on January 15th.

Update Regarding Current Membership Forms and lost information DATA: President Mike Britt addresses the fact that historical membership DATA had been lost due to unknown reasons and lack of archives. Mary Anderson explained that DABA member's renewed their memberships every January. Mike Britt explained that everyone who has signed up for DABA this year, their records are accounted for and we have those record archived appropriately. Future memberships will be prorated and dues will be calculated depending on how many months remain in the calendar year. It was noted that: Chamber memberships automatically become voting DABA members if they opt. Exclusive DABA members are not Chamber members.

President/ Chair confirms quorum: President Mike Britt confirms that there is a quorum present. 2/3 Officers, one being interim.

Appointment of Secretary Interim Nikki Hardy to the Officer Board: Mike Britt introduced interim Secretary Nikki Hardy. Mike explained that since Secretary Marilyn Bullock's resignation on January 15th 2014, Mike appointed Nikki as interim Secretary to temporarily fill the resigned officer position. Mike indicated that Nikki is available and qualified for the duties. Mike showed the members an example of Nikki's work on the current meeting agenda which Nikki had prepared.

Nikki Hardy gave an introduction of herself prior to her appointment as Secretary.

Mike asked the floor if there was any other nominations for the Secretary position. No other nominations from the floor was noted.

- 1) Kathleen Shalan Motioned to Confirm Nikki Hardy as DABA Secretary
- 2) Kim Fisher Seconded the Motion.
- 3) A vote from the members was cast from the floor.
- 4) The Motion and Appointment was Carried.
- 5) The members voted unanimously in favor to appoint Nikki Hardy to the DABA Officer Board as Secretary.

Dedicated Speaker Platform: President Mike Britt suggests that DABA Meeting's should somehow include a limited period of time or platform specifically dedicated to any individual member or guest who wishes to relay information related to their businesses or upcoming events. Having an ordinary Speaker Platform prior to the commencement of Official DABA Business leads to new ideas and collateral events which bring people into Downtown Arlington, not to mention, having a dedicated period of time for members and guests to speak also helps develop business empowerment!

President Announces Guest Speakers in order of Priority or Appearance:

- Mary Andersen spoke about "Relay for Life" that there will be an event on March 22nd at Legion Park to make awareness of the running event on June 21st & June 22nd. Downtown Merchants are encouraged to decorate their storefronts in support.
- Chris Jones was sent to represent a 3 fold program about homeless families, school district/drug safety awareness here in Arlington by Jeanne Watanabe from the Silver Hanger. This program is in the works. Arlington Police Officer Mike Gilbert was invited to the meeting and spoke on the same subject and a proposal is being put together by Officer Barrett and Officer Rose that addresses these kind of issues. Officer Gilbert will be sending any updates to President Mike Britt who will forward this information on to Jeanne Watanabe and Chris Jones soon as they are available.
- Brian Bovee a representative from American Legion Post 76 spoke about their event "Operation Desert Comfort" to help out Troops in Iraq & Afghanistan which will be held on March 8th, 2014 at Legion Park from 10am-4pm. Currently, donations can be dropped off at the Legion Hall and/or Britt Sport Cards. Some suggestions for donations are: baby wipes, deodorant, mouth wash and "tabasco sauce" to name a few. The Marysville & Everett American Legion Posts will also be taking donations. Brian will be dropping off a detail list of suggested donation items with Mike Britt's at his store in a few days. Mike will be emailing a copy of this information to our DABA distribution list.
- Brian Bovee who is also an employee of The Whitehorse Tavern indicated that the Whitehorse would like to inform the public that there will be "free" pool on Monday nights. Brian Bovee also invited the members and anyone who knew "Erin Turners" who passed away to her Memorial on Feb 8th from 3pm-8pm.

DABA Official Business Commenced at: 6:21pm

Treasury Report:

- Treasurer Tami Sauter was excused from the meeting. Michelle Ilgenfritz was present with current bank statement with an ending balance of \$20,603.95. Skagit Banks (Buy Local) account's last know balance was \$167.17. Mike Britt addressed the issue of trouble finding data DABA Banking. Mike had discovered a File Drive given to him in the past by Mary Andersen. Mike located the File Drive handed it to VP Michelle Ilgenfritz who is working with Mary Andersen on the Bank Books. Treasure Tami Sauter is going to be resigning once a replacement is found. Tami isn't being trained on the current Treasury duties and process being developed to better account for DABA reserves. At this time V.P Michelle Illginfritz, is handling the books.

Approval of Prior Minutes:

1) January 8th 2014 Meeting Minutes

1. Marilyn Oertle Motioned to approve the minutes.
2. Michelle Ilgenfritz Seconded the motion.
3. A vote is taken with all in favor.
4. The motion is carried.

2) January 15th 2014 Study Session Minutes

1. VP Michelle Ilgenfritz Motioned to Approve the minutes
2. Rich Senff Seconded the Motion
3. A vote was taken with all in favor.
4. The motion is carried.

Old Business:

- **New Vision/Mission Statement.** Mike Britt Stated that: The Board approved on January 15th to adopt the New DABA/Vision Mission Statement which is being presented here today for your review and consideration and vote. Nola Smith had some questions regarding any protocol to change the current Mission Statement. Mike answered: that he received Nola's email on this topic today and he thanked Nola for the great question. Mike continued: My first question to you is, what Mission Statement does DABA have in force today you're referring to in the email? I can't find one, not to mention that there are no provisions in the DABA Rules of Order or Governing Bi-Laws that outline a Change of Mission Statement Protocol. After investigating this subject, Mike determined there was no evidence found where DABA has ever written a strategic plan which would lay out, for example, a five year plan or outlook that develops guidelines for future Officers who inherit the positions to follow. DABA Presidents only holds the position for up to 2 years according to the rules. Mike explained it's an ordinary process to develop a Strategic Plan or some other outlined Vision on behalf of an organization that answer questions like for example, "Where do we want to see ourselves in 5 years?." Mission Statements are aligned with the static plan can be written or changed due to new circumstances or philosophies of its elected officials. It's ok to let new ideas in, we should embrace that policy, especially if they fix vital circumstances such as the vital position DABA was in in December, that is so long the new Mission Statement is aligned with the organizations Strategic Plan. Mike explained that since he couldn't find any evidence that DABA ever wrote a strategic plan, he developed a new Vision/Mission statement so DABA has some guidelines to begin this process of leading DABA in the right direction. Mike stated that "The Officers agreed to adopt this Vision/Mission Statement on January 15th which is why it's here for a vote today and that's why you all have received a copy of this document for your review in your welcome packets today. Last page of the welcome packet! Mike again indicated that he hasn't found any evidence that a Strategic Plan or Mission Statement has ever been voted and approved and filed away properly for case studies or research. The Chamber doesn't even have a record of this either on file Mike explained. City Council Member Marilyn Oertle who was in attendance today, was asked by Mike if she could recall at time historically where DABA developed a strategic plan? Marilyn stated that she didn't believe they have. Mike indicated that sometime this year DABA will do a Strategic Plan.
1. V.P Michelle Ilgenfritz Motioned to adopt and approve the New DABA Vision/Mission Statement
 2. Secretary Nikki Hardy seconds the motion.
 3. A vote is taken with all in favor.
 4. The motion carried.

- **Street Sign Update:** President Mike Britt explained that facts and findings lead to a conflict of interest that resulted in the dismissal of Marilyn Bullock from the Street Sign Project. The board voted on January 15th to assign a committee to investigate and report on this project. At today's meeting Mike Britt requested from the floor any volunteers to chair that committee. Marilyn Oertle asked to be on the committee but not necessarily as chair. Mike explained that if we can't assign a full committee to investigate the project then the project should be considered for dismissal. Marilyn Oertle stated that she was well aware of the signs status and would like to have a say in it. The members openly discussed the issue and came to the determination that nobody was in favor of the new sign project and nobody wanted to see the project move forward in any way from this point. Mike explained that new evidence regarding the sign indicated that a grant request had been denied which, had it been granted, would have helped pay for nearly half the projects estimated cost of nearly \$24,000. That number was based off of the denied grant request which requested nearly \$12,000. Mike said that no record of a Budget amount was ever set for this project in the first place. The members further discussed the issue and decided that the project was way too expensive for DABA to budget in since DABA only has \$20,000 in its account. The members determined that a new sign wasn't fit for Arlington at this time and a new sign wouldn't provide anything that the current sign doesn't already provide other than convenience towards having to change the letters. Which wasn't worth the investment in a new sign, not to mention a new sign wouldn't bring people into downtown since you need to be in downtown in the first place to discover it. David Boulton mentioned that he also thought the sign was too expensive and David explained that he was the one who kept the information updated on the current sign and has done so for years. David said he didn't have a problem continuing to update the current sign with information or change its letters when needed, he just needed the resources towards gaining current information in the first place. David also stated that If DABA could keep the information flowing to him then that would help make trying to figure out what needed to be displayed a lot easier for him and that changing the letters wasn't that big of deal since he's always been the one doing it. A suggestion was made to fix the current sign rather than buy a new one. David Boulton agreed to keep assisting with changing the current sign information and David requested he get help obtaining current event information that he could display. Mike said he would help David get current information to display on the current sign. Mary Anderson stated that she had some old rules and regulations towards what content goes on the street sign and that she would get Mike the information as soon as she could find it.

- 1) Rich Senff Motioned to dismiss the Street Sign Project
- 2) Michelle Ilgenfritz seconded the motion
- 3) A vote was taken with all in favor.
- 4) The motion was carried

- **Bank Change Status:** Mike Britt explained that there was a pending bank change to move DABA's primary banking account at Bank of America to Skagit Bank for some unclear reason. Mike noted that he had invited both B.O.A.'s Mary Anderson and Skagit Bank's Laurie Landis to the meeting specifically to discuss the cause of the bank change and shed some light on this subject. Mike had mentioned that he had some questions regarding fees and costs and that he requested that both banks to be present to compare situations and figure out if our current bank actually has any unusual fee's that may be causing this change. Mike noted that since nobody present could explain why we were changing banks in the first place and since Skagit Bank was invited and asked to assist us in this quest for information and since Skagit Bank was the bank that DABA's primary bank account was expected to change over to, Mike stated at the very least we would have expected Skagit Bank to appear to give a presentation. But that's not the case! Mike Noted and apologized to B.O.A.'s Mary Anderson and let Mary know he appreciated her appearance at our meeting today and their willingness to update us on B.O.A. policies towards non-profits and since Skagit wasn't

present to give their information, then Mike indicated that DABA must put this project aside until we get both banks together to investigate this change further. Mike explained that DABA has bills to pay and changing banks right now is causing a greater hardship and DABA doesn't need to invite any hardships when we're trying to fix a lot of other problems, which starts with paying overdue bills. Carrying on this bank change would only delay our obligations further. Mike stated that until we have a clear understanding of why DABA decided to change banks right now and of all times, this process is going to be put aside until we can all have a discussion with both banks openly. Mike thanked Mary again for her appearance today in good faith and Mike stated that for the time being DABA is not changing banks and bills are going to get paid through DABA's Bank of America account indefinitely. Mike noted that Laurie Landis was also a DABA Board member and that he hadn't been contacted by Laurie and that her absence was not excused from the meeting today and verified that notice had been given to Laurie regarding today's meeting. Mike stated that he didn't know why Laurie wasn't present and that he would try to get into contact with her since she also was expected to appear today on the Board. But for now, we're not changing banks, it's just a bad time anyway, Mike noted. Mike also noted that Michelle Ilgenfritz DABA V.P needs to go put her signature on the Bank of America Signature card and Mary Anderson from B.O.A will have that card ready. Make sure Michelle Ilgenfritz has the copy of the Feb.5th meeting minutes which show her appointment to DABA for their records at B.O.A. Once that's done we can finally start paying some past due bills.

- **Budget Update:** Michelle Ilgenfritz is helping Tami Sauter as acting Treasurer. Michelle Noted that the computer isn't working properly and that no Microsoft office is downloaded on the computer. Michelle will continue working on the Budget and thinks it should be done very soon. Mike stated that Ethan Allen local Computer Professional will be assisting us in getting the computer up to date. Mike stated that he has been in constant contact with the Chamber and they have given us some time to get the Budget done correctly, The Chamber is aware of our issues and they have been very patient with us because they know how important this is and we know how important this for us is to have it done correctly. Michelle stated that the Budget is basically done she just needs to get a few more things added and updated. Mary Andersen and Michelle will continue working on the Budget project together and keep Mike and the Chamber updated as they progress

New Business:

- **2014 Car Show:** Marilyn Bullock resigned who was last year's Committee Chair. We need to set a new Chair for this committee and will plan on this at the next meeting. Mike stated that we don't have any records to start this process and that he has tried to contact Marilyn to no prevail. Mike asked if anyone knows Marilyn maybe they could approach her and ask for the events records so we can have a starting point, if that doesn't work then Mike said he has some friends, one in particular who is in charge of Cruise Into Colby that's got 1,000 cars in it every year. She may be willing to help us organize this event but let's see what we can get if anything from Marilyn first before I approach my friend Mike stated.
- **Eagle Fest:** A new bill was delivered from Nolan Smith to Mike from the Wagon Rides. This bill is approved and needs to be paid but right away.
- **Nominations:** A request for the Treasure position which Tami Sauter is leaving and a Nomination for the Second Board Position which is vacant needs to be filled. Mike asked the Floor if there were any volunteers at this time. None at this time noted! Mike said he has a list of people for the Treasurer position and would start on that list tomorrow, as far as the 2nd Board position goes, that can wait until someone is interested. Mike noted that Tami Sauter has volunteered to take the 2nd Board position if we can find a replacement for her as Treasurer. Tami has indicated that she would like to stay involved with DABA but she felt that the

Treasure position is not a good fit for her right now. Brian Bovee said he would be willing to look into the volunteering in the 2nd Board position but that he would get back to Mike on it tomorrow.

- **Wagon Rides:** Everyone was in favor of continuing the Wagon rides next year or at future events.
- **Special Meeting/Study Session:** A special meeting/Study Session is planned for February 20th from 6:00 – 7:30 either at the Stillaguamish Conference Center or as an alternative at Britt Sport cards if the Conference center is pre booked on that date. Mike will find out tomorrow if the conference center is available and send a notice prior to the meeting.
- **Idea Committee:** Kathleen Shalan suggested that DABA develop an Idea committee to help with creating new ideas that bring people into downtown. Mike thought that was a great Idea and Mike stated that we can discuss this more at he next meeting on Feb. 20th.

Meeting Adjournment:

- 1) Nikki Hardy made a motion to adjourn the meeting.
- 2) Kathleen Shalan seconds the motion.
- 3) A vote is taken with all in favor.
- 4) The motion carried.

Meeting adjourns at: 7:05pm