



Downtown Arlington Business Association

Board Meeting Agenda

February 3, 2016

5:15 – 6:15 pm

Location: City Hall Council Chambers

Agenda:

Board Members Present:

Meeting Begins

1. **Approval of Board Meeting Minutes Held 1-6-2016**
2. **Volunteer Hours Board Members – Collect Any Outstanding**
3. **Treasurer Transition Follow-Up**
4. **Bank of America Signature Card Update – Dana to Follow Up**
5. **Administrator Contract Renewal:**
 - a. Need Final Contract at this Meeting
 - b. Discuss Weekly Meetings with Administrator
6. **2016 Budget**
7. **City of Arlington Hotel/Motel Grant**
8. **REET Grant Follow up – Need Award Letter**
9. **Strategic Planning Minutes**
10. **Chamber Perpetual Plaque for Presidents Award**
11. **New Member Welcome Packet**

Board to approve contents of both packets:

- a. New in Town
 - b. Welcome to DABA
12. **Membership Form**
 - a. Updated Form on Website
 - b. Placement of Form on Website (Dana to handle)
 - c. Print out Forms and Deliver to Chamber Kiosk
 - d. Ask City to Post Form on their Website under Business Resources
 13. **Membership Brochure Update**
 14. **Membership Dues for 2016 – Rules of Order to be Updated by Administrator**
 15. **Membership Renewals Update**
 - a. Map of Downtown to Review & Assign Sections to Board Members

16. Chamber Installation on February 9th, Time is TBA

17. Website Advertising Discussion

a. Rich is Updating Directory on DABA Website

18. ABC Grant

Board Meeting Adjournment