



# Downtown Arlington Business Association

Board Meeting Agenda

February 3, 2016

5:15 – 6:15 pm

Location: City Hall Council Chambers

## Agenda:

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### 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 9<sup>th</sup>, Time is TBA**

**17. Website Advertising Discussion**

a. Rich is Updating Directory on DABA Website

**18. ABC Grant**

**Board Meeting Adjournment**