



# Downtown Arlington Business Association

Board Meeting Agenda

March 2, 2016

5:15 – 6:15 pm

Location: City Hall Council Chambers

## Agenda:

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### Board Members Present:

### Meeting Called to Order

1. **Approval of Board Meeting Minutes Held 2-3-2016**
2. **Bank of America Signature Card**
3. **Administrator Role**
  - a. Weekly Administrator Meeting
  - b. Non-Disclose/Confidentiality Agreement
4. **Website**
  - a. Advertising
  - b. Directory Updates
5. **City of Arlington Hotel/Motel Grant Reconciliation Report**
6. **REET Grant Follow Up – Need Award Letter**
  - a. Pedestrian Plaza Project Update
7. **Strategic Planning Minutes Update**
8. **Chamber Perpetual Plaque for Presidents Award**
9. **New Member Welcome Packet Update**
  - a. New in Town
  - b. Welcome to DABA
10. **Membership Reports (Minutes & Agendas)**
11. **Membership Forms**
  - a. Discuss Sections Under Navigation Tab “Membership”
  - b. Print out Copies and Deliver to Chamber Kiosk
  - c. Ask City to Post Form on their Website under Business Resources
12. **Membership Brochure Update**
13. **Membership Dues for 2016 – Rules of Order to be Updated by Administrator**
14. **Membership Renewals Update**
  - a. Stats on Annual Renewals

b. Map of Downtown to Review & Assign Sections to Board Members

**15. Tourism Update by Cristy Brubaker**

**16. DABA Attendee at All Sponsored Events**

**17. Board Meeting Date & Time Review**

**18. Eagle Festival Wagon Rides**

**Board Meeting Adjournment**