



# Downtown Arlington Business Association

Board Meeting Minutes

January 6, 2016

5:15 – 6:15 pm

Location: City Hall Council Chambers

## Minutes:

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**Present:** Mike Britt, Dana Fowler, Rich Senff, Bill Dettrich, Cristy Brubaker. Jeff Phebus is excused.

**Meeting started at 5:16 pm.**

### 1. Approval of Board Meeting Minutes Held 12-2-2015

#### Action Taken:

- Dana Fowler motioned to approve.
- Bill Dettrich seconded.
- All in favor?
- Any opposed?
- Motion carried

### 2. Volunteer Hours – Complete at Meeting

Mike Britt asked members present to fill out this form. Should be for all meetings and events combined. We need this for grant reimbursement documentation.

Rich asked if a form could be created to give to each committee chair to have people sign in for each meeting and add together at end of year.

Dana added that we should also include hours the board spend preparing for meetings – agenda, minutes, balancing bank accounts, etc.

Christi said all hours should be accounted for as part of a non-profit record keeping.

### 3. Treasurer Transition

Mike asked Cristy how the transition was going?

Cristy responded that the good news is she found the missing Honey Bucket invoice for the Street Fair. The other good news is that the second check to Arlington, Copy, Mail & More is a duplicate. So, she will destroy that one.

She is finding that there are some missing pieces of information. She is going through paperwork and Quicken program to reconcile everything. She will have this caught up by next meeting.

Cristy wants to make sure that the deposit slips are done differently going forward to help balance the bank account. Sometimes it is hard to tell what is going into the account when the deposit slips don't accurately reflect when they make deposits. The protocols need minor tweaking. Cristy would also like to request that all checks cut must have an invoice.

Rich and Dana agreed that we should demand invoices for all services rendered.

Cristy also requested to have the signature cards updated.

Mike asked who currently has the debit card? Wendy Gill stated that Jeff Phebus still has this. Mike stated that we need to have that returned to Administrator ASAP.

Mike also stated that we need the approved member meeting minutes from 12-2-2015 to go to Bank of America to show all elected Board members. He will take care of this. He will send an email to all Board members to go and sign the card.

#### **4. Administrator Contract Renewal**

Mike Britt asked if all present knew what this was about and what we need to do. The issue is to review the newly proposed contract and vote on whether to move this position forward.

Mike suggested a couple of word changes.

Dana stated she would like to see a monthly hours goal set so that the Administrator does not work hours she is not getting paid for and to help control the limited budget for this position. Going forward this position needs to focus on revenue generating activities.

Dana will also help with membership renewals which will relieve some of the administrative burden and hours. This subject is on the agenda later in this meeting.

Mike Britt asked if we were set with this contract with changes for one year? Mike asked if Wendy enjoyed doing this and wanted to move forward? Wendy stated that she did.

Mike stated that he personally is very happy with Wendy's support so far. Mike asked the Board if we are okay to move forward.

Christi asked if this approval needed to go to the general membership? Mike said no as the Administrator is an internal position and therefore decision.

#### **Action Taken:**

- **Rich Senff motioned that we renew the Administrator position for one year.**
- **Mike Britt seconded.**
- **All in favor to approve contract with Anderson Accounting Solutions with minor changes discussed above for 2016?**
- **Motion carried.**

#### **5. 2016 Budget**

Mike Britt stated that we cannot finalize a budget until the City finalizes grant reimbursement. The grant recommendation committee was just formed so there will be a delay in getting this notification. The Chamber has the same constraints and so their budget will also be delayed.

Dana wants to see the 2015 budget projected versus actual for 2015 to help plan and approve 2016 budget.

Mike wanted to know who would provide this report at the next meeting? Cristy said she will do this as part of the audit.

Rich asked about the costs for the wagon rides going forward. He thinks the cost is getting somewhat prohibitive. Dana stated that this cost is covered through grant reimbursement. She also suggested that we have the sponsorship sign on the wagon to be expanded to offer

additional advertising/sponsorship opportunities for local businesses. We should first approach the hotels/motels sponsor space on this sign.

**6. City of Arlington Hotel/Motel Grant**

The final grant reimbursement report is due to the City on 1-11-2016. Dana will work with Wendy and Cristy to generate the report and submit to the City. Right now, it looks like we can still request reimbursement for \$3,630.40.

**7. Strategic Planning Session**

Dana will take the laptop to Arlington Computer this week to see if he can find the missing document/information.

**8. New Member Welcome Packet**

Mike Britt said the creation of this packet was in progress. Dana sent feedback to Wendy via email suggesting content. Mike stated that he agreed with Dana's recommendations. Dana asked if Wendy had had any other comments/thoughts from Board members? Cristy stated she had some thoughts and she will send these to Wendy.

**9. Membership Form with Receipt**

Tabled for now.

**10. Membership Brochure Update**

Dana provided an updated status. No re-design work has been done. She started the ball rolling with the designer today.

Mike stated Dana is going to take the lead on this and will talk to Jeff.

**11. Membership Dues for 2016 – Rules of Order & Yearly Fees**

Mike stated that there has been conversations around updating the yearly fee.

Bill Dettrich asked if he thought everyone was okay with \$25.00 per year.

Mike stated that we can justify this cost because of increased costs to advertise for downtown and its member businesses.

Current membership is now around 100 members.

Wendy stated that even \$25.00 is low compared to other Downtown Associations/Clubs.

Mike asked if we are in agreement to raise membership fee to \$25.00. All Board members indicated their agreement.

Mike stated that we will take this to the membership later tonight and ask them to approve.

## **12. Membership Renewals**

- Mail with Cover Letter Highlighting Benefits
- Mail Out Form for Member to Fill Out
- Provider Deadline

Wendy asked if the Board should agree to extra hours to help with membership renewals?

Cristy said we should amend administrator contract to add 10 hours to help with membership renewals in January. Other members agreed.

### **Action Taken:**

- **Dana Fowler motioned to add extra hours to allow Wendy to help with renewals.**
- **Rich Senff seconded.**
- **All approved?**
- **Any opposed?**
- **Motion Carried.**

## **13. PA Equipment & Tent Rental**

Mike said that Jeff Phebus is working on manual that will help members who use it understand how to use it.

Dana stated that we need to decide at next Board meeting whether we will rent these out to DABA and community members and for what fees?

## **14. Stilly Valley Little League Banners**

Mike Britt stated that two had been destroyed. He found them on ground. He will talk with President to see how these will be replaced?

They are going to ask for a renewal fee per banner. There are a total of 12. So, he will try to get more information here.

## **15. Chamber Installation on February 9<sup>th</sup>, Time is TBA**

Mike asked if there was any board member that could not attend. Held at Medallion? Time should be around noon. No one stated that they could not.

## **16. ABC Grant Copy**

Mike just received invitation to unveil the next round of winners. The meeting is at Tulalip on 1-13-2016.

**Board Meeting Adjournment at 6:14 pm.**