



# Downtown Arlington Business Association

Board Meeting Minutes

February 3, 2016

5:15 – 6:15 pm

Location: City Hall Council Chambers

## Minutes:

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**Board Members Present:** Mike Britt, Bill Dettrich, Dana Fowler, Cristy Brubaker, Rich Senff, Wendy Gill.  
Jeff Phebus absent, excused.

**Meeting Comes to Order at 5:19 pm.**

### 1. Approval of Board Meeting Minutes Held 1-6-2016

**Action Taken:**

- Rich Senff motioned
- Cristy Brubaker seconded.
- All in favor
- Opposed?
- Motion carried.

### 2. Volunteer Hours Board Members – Collect Any Outstanding Hour Logs

Mike Britt provided his 2015 volunteer hour log. From here on out, he will be more careful about recording hours. We need to be more careful to track these to make sure we are meeting current and future grant requirements. And every committee meeting needs to have members sign in at the time of the meeting.

### 3. Treasurer Transition Follow-Up

Mike asked how Cristy was doing. He has heard great things. Cristy provided a reconciliation report through January. She had some checks that had not cleared from 2013. She pointed these out on her he spoke with Bank of America and they recommended we void the checks.

Rich asked if she could go back and search Quickbooks. Were we using this program in 2013? That way we could be sure they are duplicate payments?

Cristy said no. Quickbooks is a more recent program for DABA.

Mike asked who Trent Nunemaker? Cristy was not sure but said she would do some research. Whoever he was, he was in some involved with Hometown Holidays.

Mike asked the Board whether they agreed that we should void these three outstanding checks from 2013. Several members of the board said yes.

Mike told Cristy thanks for doing that – great job.

**4. Bank of America Signature Card Update:**

Cristy said she will take the minutes down to BofA tomorrow to update the card. All board members must go down and sign the card as soon as possible.

**5. Administrator Contract Renewal:**

- a. Need Final Contract at this Meeting

Wendy made the changes we suggested at the last board meeting. Wendy also added a board member signature line.

Mike stated we had approved the contract renewal at the last meeting. Mike reviewed the contract briefly and signed it.

- b. Discuss Weekly Meetings with Administrator – this item was tabled for lack of time and will be revisited at the next meeting.

**6. 2016 Budget:**

Cristy has the final projected versus actual budget from 2015 and she also drafted a new 2016 budget. She passed copies around of both. The 2016 draft does include the recently awarded grant funding from the City of Arlington hotel/motel grant. She walked through the draft budget. She rounded up figures for all events and their income. Cristy said that some of the line items might be skewed because of inconsistent naming while doing data entry in Quickbooks.

Mike stated that we will be taking a very serious look at events slated for this year. One line item he is concerned about is the wagon rides. The cost continues to go up and he wonders if this really does generate tourism activity and hotel/motel stays. DABA also gets limited recognition for sponsoring this aspect of the Eagle Festival or Hometown Holidays. And this is an issue because we promise our members exposure through all of our activities. Dana agreed that the cost is extraordinary and there is very little benefit. Cristy said she did see the point Mike is making but does also think the wagon rides is a hometown holiday tradition.

**Action Taken:**

- **Rich Senff motioned to not pursue wagon rides for eagle festival.**
- **Dana Fowler seconded.**
- **All in favor?**
- **Opposed?**
- **Motion carried.**

Mike will call Mike Winterhalter tomorrow. Wagon Rides at Hometown Holidays will be discussed at the next meeting.

Mike also recommended that we delete the little league baseball banners line item. This will be formally discussed and voted on at the next meeting.

Cristy would also like to investigate the cost of a bulk mailing permit and see if the chamber and add to the bulk mailbox/postage line item.

**Action Taken:**

- Dana Fowler motioned to accept the 2016 budget with changes discussed above.
- Rich Senff seconded.
- All in favor?
- Any opposed?
- Motioned Carried.

**7. City of Arlington Hotel/Motel Grant:**

Mike Britt stated that he had a copy of the grant award spreadsheet. A couple of alarming things happened in this process that Mike is very concerned about. Discussions are being had with various city officials to determine how to correct the process going forward.

Cristy would like us to write letters to the other recipients congratulating them and asking if there are opportunities to partner with them. This is good PR and could provide additional promotional opportunities to DABA.

Mike stated that we will discuss at next meeting.

Dana added that she will be researching additional revenue streams.

**8. REET Grant Follow up – Need Award Letter:**

Dana provided quick update on award of \$2,300 from Snohomish County for the creation of a pedestrian plaza in the Merchant Lot.

**9. Strategic Planning Minutes**

Jim from Arlington computer will pick up laptop from Dana tomorrow to see if he can find the document.

**10. Chamber Perpetual Plaque for Presidents Award**

Mike is working on this with Dana.

**11. New Member Welcome Packet**

Board to approve contents of both packets:

- a. New in Town
- b. Welcome to DABA

Mike asked Wendy where we were at on this? Wendy needs us to approve contents for both packages and then she will get right to work on it.

Board said suggested contents sent in by Dana are fine and asked that Wendy move forward on this project.

Rich will make up DABA member window sticker.

## **12. Membership Form:**

- a. Updated Form on Website  
Mike asked Wendy to move this form to the landing page and she said she would.
- b. Have the new forms been delivered to the Chamber Kiosk?
- c. Consider asking City to post this form on their website under Business Resources?

## **13. Membership Brochure Update:**

Dana provided very quick update that initial design was done. Need to finalize membership renewals next to complete the project. It will be done in time for tourist season.

## **14. Membership Dues for 2016 – Rules of Order to be Updated by Administrator?**

Mike stated that the rules of order have to be updated as they reflect the old membership fee of \$20.00. It needs to reflect \$25.00.

### **Action Taken:**

- **Rich Senff motioned.**
- **Bill Detttrich seconded.**
- **All in favor?**
- **Any opposed?**
- **Motion carried.**

Wendy stated she will update the rules.

## **15. Membership Renewals Update**

- a. Map of Downtown to Review & Assign Sections to Board Members

Wendy reported that 17 members have renewed so far. The map and assignments will be discussed at the next board meeting due to time constraints.

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

Mike asked if everyone present would be able to attend. All said yes barring any unusual circumstances.

## **17. Website Advertising Discussion**

- Rich is updating the business directory on DABA's website.
- Wendy will give him access to the membership database and Cristy too.

**18. ABC Grant**

Mike noted that our guest speaker, Mayor Tolbert, would provide us with an update in the member meeting immediately following.

**Board Meeting Adjournment at 6:07.**