



Downtown Arlington Business Association

Board Meeting Minutes

July 1, 2015

5:00 – 6:00 pm

Location: City Hall Council Chambers

Present: President Mike Britt, Treasurer Mary Anderson, Secretary Dana Fowler, Board Member Jeff Phebus, Board Member Zeph Ragland. Vice President Brian Bovee not present.

A) Car Show Update:

Mary Andersen & Mike Britt reported:

Mary has profit and loss figures to show in member meeting. T-shirt counts/funds raised still problematic to account for.

Mike still has three trophies sitting in his store. Need to determine who they to go to. He wrote his pick information down and gave it to Chuck for Maury to announce. No idea what happened to that information. We will look through registrations and see if we can figure it out. Also the Import winner was never located along with the Sponsor pick for R-Transport. Dana said to check box where KRKO information got put into.

Poker Walk – Dana to send email to merchants keep decks or give them back if desired and apologize it didn't take place as we had anticipated.

Car show committee structure – Bill Dettrich will be the committee chair going forward. Mike will be co-chairing. Giving first right of refusal to Dwayne Lanes as Cadillac Sponsor. If not, A-Z Transmission will take this on.

Mary said that we are missing registration forms.

Dana - Need to decide where portion of proceeds are going. Should this be a member vote? Board member vote? Mary said member vote is usual way, have them submit ballots then tally votes. Need to determine portion of proceeds to donate.

Mike – we should put it to vote in August member meeting and split among top three. Could say \$1,200 is amount to split.

Zeph – We will get suggestions tonight and create ballot for August meeting. We will decide how much money to give and how to split and to what agencies.

B) Member Brochure Report:

Chair Jeff Phebus reported:

He contacted Jill Andrews at Certified but she was on holiday. Spoke with another representative there. They have a designer working on re-working the design/layout. Cannot do exact re-print of brochure as there are copyright concerns with Penway Media. They will send over their suggestions and he will review. He is also working to make sure the contract start date gets retro-activated to when the brochures are delivered to them. Right now, the date is June 1, 2015.

The existing 2,200 will be distributed locally at events and through merchants.

We also need to follow through on ordering the brochure holders.

C) Code of Ethics Report:

Chair Zeph Ragland reported that he has prepared a draft of the above. He asked for input and suggestions. One question is talking one at a time, waiting to be recognized by the chairperson. Will depend on Rules of Procedure for meetings. If more formal, then this rule should be included.

Action Taken:

- *Jeff motioned.*
- *Mary seconded.*
- *All in favor?*
- *Motioned carried.*

D) AAC Billboard Sponsorship Opportunity:

Zeph – thinks process could have been smoothed out by calling a special board meeting. Felt like discussion was very piece meal. It may have been better to have a meeting.

E) DABA Rule of Order Status Report:

This was set aside until the next meeting.

F) Strategic Planning Date and Location confirmation:

August 21, 2015 from 8-4:00 pm. Location TBD. Mike will find out if Large Conference Room or Council Chambers is available. Mike Britt

Location still not set. Probably be in City Hall Council Chamber Library room. Need to confirm with Sarah.

G) Web-Site Advertising Vote Board.

Mike Britt asked the Board if we should pursue this? Mary said we should hire an administrator first.

H) DABA Administrator Status Report:

Mike Britt asked if someone wanted to volunteer to write up a proposal for this position? Mary will write up list of tasks. Mike said we can then send out to recruit.

I) Fire Helmets Report:

Mike noted that these were received and distributed.

Mike wanted to make sure everyone saw the final results. The Fire Department Lieutenant said they gave out 350 or so at show. Mike has 100 at shop and gave at least half of those.

J) DABA Board Elections Start in October:

Mike Britt - Need to appointment a chair person to oversee elections for DABA Board 2016. Mike will present at meeting tonight.

K) Treasury Position Status Report:

Mike and Mary gave a brief update. Mary said a few people have contacted her with interest. Mary has typed up a list of duties.

Meeting adjourned at 5:54.