



Downtown Arlington Business Association

Board Meeting Minutes

August 5, 2015

5:00 – 6:00 pm

Location: City Hall Council Chambers

Minutes:

Present: President Mike Britt, Treasurer Mary Anderson, Board Member Jeff Phebus, Board Member Zeph Ragland.

Dana Fowler not present. Excused due to traveling for work.

1. Article 3 Clarification:

“Vacancies. A Vacancy in any office because of death, resignation, removal, disqualification or otherwise may be filled by the Board for the unexpired portion of the term.”

- Dismissal is the same as a removal
- The board can appoint the vice-president in this case

2. Confirmation of Jeff Phebus, Vice President nomination:

Action Taken:

- Zeph Ragland motioned to appoint.
- Mary Andersen seconded.
- Motion carried.

3. Approval of Board Meeting Minutes Held 6-3-2015, 7-1-2015, 7-17-2015:

Action Taken Minutes Dated 6-3-2015:

- Jeff Phebus motioned to approve.
- Zeph Ragland seconded.

Action Taken Minutes Dated 7-1-2015:

- Jeff Phebus motioned to approve.
- Zeph Ragland seconded.

Action Taken Minutes Dated 7-17-2015:

- Jeff Phebus motioned to approve with date corrected.
- Zeph Ragland seconded.
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4. Clarification of 2nd Board Member Election:

5. Introduction of Brittany Kleinman:

Brittany will be taking over the rest of Mary's term for the treasurer position as of 9/1/15. Once Mary officially resigns Mike will appoint Brittany as the interim treasurer

Brittany worked in banking as a teller with WAMU/Chase, also Snohomish county tax office, Past Kawanis member, Stillaguamish Athletic Club, various volunteer positions.

6. America's Best Community Status Report:

- a. DABA Final Funding Position
- b. Stakeholder Position

Total amount contributed by DABA was \$4100 of the \$15000. This makes DABA the largest stake holder. Next meeting is tomorrow 8/6 at 2pm.

7. Arlington Crime Prevention Program Support Update:

DABA funded \$500 for stickers, turns out they only needed \$400. They are going to hold the \$100 overage for next time stickers are needed. Brittany reports that stickers were being handed out last night for national night out.

8. Arlington Eagle Football Program Ad Update:

DABA sponsored at \$250 which is a full page on the football program.

9. Administrator Proposal Update

- a. Transparency Requirements & Public, Competitive Bid Process
 - Mary made changes to the job description, there are also some details to work out on the website advertising.
 - We will post the job on the website tonight, it will be listed for a week. We are also offering the position to a few people/firms we think would be good candidates.
 - Mary will post online tonight

- Board will choose top candidates to interview
- b. Secretary/Treasurer to manage process

10. Snohomish County REET Grant Application:

- Real Estate Excise Tax – Money can only go to certain types of uses. Has to fit into parameters the state has outlined.
- There was a meeting to determine what this grant could be used for that would qualify and benefit downtown. The idea came up about having a sound system throughout the city. It turns out a project like this would be way over the amount of this 10k grant
- The next idea is to purchase bike racks, benches & to enhance the merchant parking lot (next to Playa Bonita)
- Has to be something we can tie back to the cities comp plan (20 year outlook), every 5 years revised, every 10 years rewritten
- The next meeting is not yet scheduled, looking at early next week

11. Member Brochure Update:

- By Friday we should have the draft of the artwork for the revised brochure.
- It will be distributed to the board. Jeff is receiving a hard copy and an electronic copy.
- Information needs to be updated with membership list (take off closed stores, add on new stores/members in the footprint).

12. Strategic Planning Session Overview:

- Starts at 8am until 4pm.
- Jeff Indicated he will be stepping out from 8:45-10 due to a prior commitment – DR. appointment.
- Mike will email the board with the outline he has so far on the plan.

13. Promotion & Ads Oversight Committee:

- Zeph is working to schedule the meeting now that the events are over. He is hoping to have it scheduled by next week.
- Mike asked Zeph to keep in the loop on the Viking fest event since it is a new event.

14. Car Show 2016 Funding:

- We are already working to do some advertising.

Board Meeting Adjourned at 6:00pm

Zeph Ragland motioned to adjourn.

Jeff Phebus seconded.