



Downtown Arlington Business Association

Board Meeting Minutes

July 17, 2017

5:15 pm

Location: Action Sports

Board Quorum verified and Meeting Called to Order – Board Members present Bill Dettrich – Board #1, Rich Senff – Board #2, Cristy Brubaker – Secretary/Treasurer. President Kathleen Shalan – excused, V.P. Dana Fowler – absent.

Approval of previous board meeting minutes held June 26, 2017 – Approved by Motion of Senff and Dettrich– All in Favor

Communications, Meeting schedules, Etc.

- General – Board Members need to respond to emails and acknowledge they have received.
- Joint Meeting between the Chamber Board and the DABA Board – Kathleen is working on
- President’s meeting with the Mayor –next meeting is scheduled for July 20th.

New Business

- Small Business Saturday – Reminder has been sent to members regarding the American Express Promotional packet that is available.
- ABC Grant for Sidewalk Cleaning – DABA returned the \$200.00 received for the grant from the City and they were wondering if we wanted to use it for something else. Motion by Senff and Dettrich to request that it be put toward the Legion Park Stage. (Note: When Cristy notified Sarah Lopez at the City of our request – she indicated that the check had already been processed back into the general fund)

Old Business

Electronic Billboard Status: Cristy reported that we currently have 11 businesses participating – for a total of \$2250.00 contributed towards the initial cost of \$4500.00

KXA Radio Ads: Ads are running and Cristy will be sending out billings to the participants

Location of Electronic Files: Cristy continues to maintain

Sound System and how to use: Tabled

Welcome Pack – Tabled

Sponsorship of Stage at Legion Park – Importance of this project was discussed and consensus was that it would be worth DABA’s money to support this. Cristy will ask John Green to attend our July 17th Member meeting.

Event/Project Reports

Street Fair: There was a brief discussion regarding how successful the event was in 2017 under Jeri Rugtvedt’s Chairmanship and it was Motioned by Senff and Dettrich to present her with a \$500.00 MasterCard Gift Card as a thank you for a job well done. All in Favor.

Viking Fest: Tabled

Brochure: Cristy reported that she is updating the membership and will be contacting Certified about options of renewing the contract in August.

Secretary/Treasurer Report

- Bank balance is \$34,016.64
- Budget report – Cristy Reported that Everything looks Good.
- Membership –Cristy continues to maintain list and bill members as needed.

- Website/Software – continued maintenance
- Member Meeting Agenda for August 2, 2017 – was reviewed and approved
- LTAC Grants – Cristy reported that information has been received for 2018 cycle and she will prepare applications for events and brochure.

Board Meeting was adjourned by motion at 6PM. Motion carried.

Next Meeting – August 21st^h – 5:15 at Action Sports.

Cristy L. Brubaker

Secretary /Treasurer