



Board Meeting Minutes

September 20, 2018

Location: Olympic Escrow

Board Quorum verified and Meeting Called to Order – Board Members present Rich Senff – Board #2, Bill Dettrich – Board #1, Cristy Brubaker – Treasurer/Administrator, President Lisa Cisneros and Vice President Tina Richardson.

Approval of previous board meeting minutes held August 15, 2018 – Approved by Motion of Senff and Dettrich. All in Favor-approved.

Communications, Meeting schedules, Etc.

- Reminder of the Mainstreet Meeting Sept 25 @ 11:30 – Tina, Cristy & Lisa plan on attending
- Chamber Board Meeting September 25 @ 7:30AM – Cristy will go
- Member Meeting October 3, 2018 at 6 PM - Draft Agenda was reviewed and it was decided the meeting would start immediately following the Homecoming Parade. Consensus was to continue with the raffles at the end of the meeting and we will be raffling off – 2 – 2-week promos on the 530 Board and tickets to the Fall into Art Auction.
- Fall into Art Auction October 20, 2018 – It was reviewed that we would be purchasing tickets for a full table.

New Business –

- Arlington Co-working Space – Cristy and Lisa reported that the Chamber is moving forward with this venture, lease is being signed with the owner and sub-leases are being prepared for the tenants.
- 2018 LTAC Reimbursements – Almost ready to be submitted
- 2019 LTAC Grant Applications – Motion by Senff and Richardson to approval submittal for the following LTAC Grant Applications – All in favor – motion carried.
 - Street Fair – Advertising & Entertainment
 - Show & Shine – Advertising & Entertainment –
 - Brochure – Distribution and update in last summer of 2019
 - Hometown Holidays – Entertainment (Wagon Rides & Music) & Advertising
- 2019 Elections – Nominations at October Meeting – Election at November Meeting and installation at December Meeting. It was suggested that Mike Britt be asked to be the Elections contact – Rich will ask.
- 2018 Budget Reports and preliminary 2019 Budgets -Treasurer Cristy shared the budget report and reviewed the first draft for the 2019 Budget. Board Members are to review and provide input at the next meeting. Cristy will also be working with Mary Anderson on a review of any requirements related to the budget because we are a non-profit. There was also a discussion regarding our discretionary funds and what our focus might be in 2019.

Old Business –

- **Sound System** – Cristy will follow up with Trent Nunemaker on what he felt a value would be if we sold it – and if he would be interested in purchasing it.
- **Event/Project Reports –**
 - 530 Media Board – Status was reviewed, and it was decided to continue if we have enough interest. Information will be circulated to all members in September for the 4th Qtr.
 - 2019 Car Show – Cristy reported that we will be expanding the event to two days in 2019 and she will be coordinating a meeting with APD regarding the event and cruising.
 - 2019 Street Fair – Johnny Green will be participating with his Kornstalk Event and providing the entertainment for Friday night and Saturday. Entertainment will still be needed for Friday early and Sunday – we will work with the City on this. 2018 Thank you for Jeri was discussed and a gift card will be purchased. There will be a Committee Meeting on 9/26 at 6PM at Playa Bonita.

- Hot August Nights 2019 (formerly A Night on the Town) – City will be having Music in the Park that evening – so DABA will be promoting, coordinating a late-night shopping event with the Merchants and having food vendors and perhaps some Farmers Market Vendors.
- Harvest Festival 2019 – the 2018 event was a huge success and the Chamber is planning on having a similar event in 2019 and expanding it to two days.
- Hometown Halloween – DABA will be promoting a Costume Contest and Window Display Contest for the Merchants with \$100.00 Costco Card and \$100.00 Arlington Hardware gift card as prizes. Judges will be anonymous. Merchants will be encouraged to share pictures of their windows and staff dressed up on Facebook to allow for cross publicity.
- Hometown Holidays – Kick off on November 24th with Shop Local/Holiday Open House and Tree Lighting – Santa Parade the following Saturday with wagon rides to follow on that weekend and continuing every Saturday until Christmas. Board would like to encourage the merchants to have shop local posters in their windows, post pictures of their staff/work family to Facebook with a shop local theme – which we would all share to get the most exposure. It would also be nice to have a Merchants Float in the Santa Parade – this will be discussed at the October 3rd Member Meeting.
- **Treasurer/Admin Report –**
 - Bank Account – 20,472.34
 - Membership – 4th Qtr. Membership Invoices will be going out in October, along with reminders to those who have not paid yet.
 - Danta/Chase prepared the B & O and Sales Tax report for the Chamber and DABA and it appears their calculation of income was incorrect. Cristy will be following up on that.
 - DABA Scholarships – Cristy reported that contact had been made with Dollars for Scholars and the 2018 grant was not awarded because the applicants were unable to meet the requirements. We have requested information on what the issues were, so we can adjust the applications to better allow award. Consensus was to leave the \$1000.00 for 2018 with Dollars for Scholars and budget the same amount in 2019.
 - Howell Property – Innovation Center: The City is rejecting the bid for improvements because it came in over budget. They will be refining the bid and trying again in January 2019.
 - New Business in Arlington –
 - Coca-Cola is constructing a distribution center at the Airport
 - Industrial Building is in process on the old Northwest Hardwoods site.
 - Commercial parcels and a residential apartment complex (indicate senior housing) is going in across and east of Jack in the Box at Smokey Point.
 - A 7-11 is being constructed on the Southwest corner of 204th and SR9.
 - Facebook – There are many Facebook pages that promote Arlington and Cristy is trying to gather information on who the admins are, so we can coordinate our promotions better.
 - Upgrade to Quickbooks – Treasurer Cristy enquired about upgrade Quickbooks to a version that would enable us to do a budget – it would be \$300.00 more per year. Consensus of the Board was to move forward with this.
 - Next Board Meeting – October 18th @ Moe’s on Olympic

Respectfully Submitted

Cristy L. Brubaker

Treasurer/Administrator