

**Downtown Arlington Business Association** Board Meeting Minutes

March 20, 2017

5:15 – 7:00 pm

Location: Action Sports

**Board Members Present: Phebus, Senff, Dettrich, Brubaker and Past President Britt**

**Meeting Called to Order at 5:30 pm.**

**Board Meeting Minutes Held February 20, 2017:** Approved by Motion of Senff and Dettrich – All in Favor

**Communications, Meeting Schedules and Member Meetings**:

* Chamber Liaison – Tabled
* Joint Meeting with Chamber Board – President Jeff Phebus will contact Chamber President Dan Bliven to set up a joint meeting of the Boards.
* Relay for Life 2017 – Mike Britt has an informal meeting with Chief Venturo and Relay for Life Coordinator Ilene Levering regarding plans for this year’s event. They are combining Arlington and Stanwood into a Stilly Relay for Life to be held in Stanwood, but they are interested in perhaps having a pub crawl in Arlington as a part of the event. Cristy will get them information on the local pubs in Arlington.
* LTAC Committee – It was discussed that the City is seeking volunteers to serve on the 2017 LTAC Committee from groups who have activities funded by these grants – Cristy volunteered to apply.

**New Business:**

* Sponsorship of Arlington Boys and Girls Club Auction by purchasing a $500.00 Ad Space in the Auction Catalog. Motion by Phebus and Dettrich – All in Favor – to purchase $500.00 space promoting DABA and all four major events. This sponsorship includes tickets for 4 people to attend the event on May 6th at the Boys and Girls Club.

**Old Business:**

* Electronic Billboard Proposal – Tabled
* Welcome Packet – Tabled
* Sponsorship of Stage at Legion Park – It was noted that John Green will be doing a fund-raising event for this project. DABA is still interested in supporting this project and will continue to stay in contact with John Green as it proceeds.
* America’s Best Community – The location for the reveal of the winner has been moved to Colorado.

**Events:**

* Car Show – Bill and Cristy reported that work is proceeding on the event and committee meetings have started. Jeff asked that a sponsorship letter be sent to him at his place of business and he will propose that they sponsor the event – perhaps paying for the Trophy’s.
* Street Fair – Cristy reported that applications are coming in and she is in contact with Jeri as they come in. The Board asked that Jeri be asked to attend a Board meeting to give an update.
* Viking Fest – Tabled
* Brochure – Board discussed when should we do our next update – removing businesses that have left and including new. Re-tool to Comply better with LTAC grant funds and see if Penway Printing can print.
* Coloring Book - Tabled

**Secretary/Treasurer’s Reports:**

* Bank Balance is $25,253.76
* Membership dues continue to come in and Cristy will be sending reminders and billing for those due in the next quarter in April.
* Office – Cristy reported on the status of setting up the office and purchasing supplies, etc.
* Supplies – There was discussion regarding the need for pop up tents and tables for our events. It was decided by consensus to purchase 4 6ft. tables and investigate the purchase of two 10 x 20 EZ Up commercial tents.
* Computer – Cristy reported that the computer works fine and that she has just completed loading all the misc. information on flash drives and sorted that information into the DABA main electronic files.
* Inventory of Assets – Cristy is working on developing an inventory of assets. It’s important that everything be centrally located and informational files be set up with manuals and values. This includes the Community Tool Box.
* Website/Software – Cristy Reviewed the following with the Board
	+ Issues –
		- Currently have the following domains – arlingtonwa.org and arlingtonwa.com and Viking Fest – any others?
		- Need to have everything linked together
		- Need to have these websites be user friendly – currently only Dana and I are working on updating etc. Dana has had success using GO-Daddy for the Viking Fest website. I need something that is very basic and have been told that the WIX program is just like working on a publisher document.
		- We currently have Webmail and email is set up for admin, car show, and Viking fest, president, vp, secretary and treasurer. Cristy currently uses her own email as how to make contact – so does Jeff, and I think Mike is currently checking the President email. Cristy does check the Treasurer email and as soon as we can find all the existing passwords she can check the others to see what is there. Although when Cristy asked about linking the DABA emails to just automatically go to a personal email if that is what the Board member would like – was told not able to do. In talking with Bryan Terry, we should be able to do this. Cristy is not sure if this is part of the Website set up for the arlingtonwa.org or separate.
		- We currently pay Dreamhost for the annual domain host for the arlingtonwa.org and Cristy just paid it -$13.95. It would be nice to have everything under one vendor for all domains we have.
		- We pay approx. $35 a month for constant contact for a newsletter and email something. Cristy can only find one document about this – still looking for more info. Asked Mary about this – she thought it was just for the newsletter that we have not done since sometime in 2015.
		- DABA Owns a 5 user Office 365 Software license – has an annual renewal fee. Currently on the DABA computer and Maybe Mary Anderson – and maybe Dana.
		- QuickBooks software is online and DABA pays a monthly fee – works great – Cristy supplements it with excel spreadsheet budget documents to get the details we need on events and overall budget.

Cristy reviewed the status with the Board and noted that she has approached Bryan Terry regarding helping us to address our issues and make everything more user friendly and he is interested, but Cristy would like to have him review the DABA accounts in detail before a commitment is made. There was some discussion and it was motioned by Senff and Brubaker to go forward with Bryan Terry – with the stipulation that he also look at the options of also using Go-Daddy. All Board Members were in favor – motion approved.

* Welcome Packet – tabled
* 2017 Special Project – tabled
* Advertising Ideas for DABA – tabled
* Revenue Streams – tabled

The Membership Agenda was reviewed for the Meeting on April 5, 2017 and the next Board meeting will be April 17th at 5:15 PM.

The meeting was adjourned at 6:50PM

Cristy L. Brubaker

Secretary-Treasurer