



# Downtown Arlington Business Association

## Board Meeting Minutes

November 28 – 2016

5:15 – 7:00 pm

Location: Britt Sports Cards

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**Board Members Present Jeff Phebus, Rich Senff, Bill Dettrich, Mike Britt and Cristy Brubaker. Dana Fowler absent/excused.**

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

**1. Approval of Board Meeting Minutes Held October 28, 2016**

**Action Taken: Approved by Motion of Brubaker and Phebus – All in Favor**

**2. Grant Reimbursement & County Grant Follow Up**

2017 Tourism Grant Application – President Britt reported that Council would be reviewing the 2017 Tourism Grant Award recommendations at the Council Workshop this evening at 7 PM and that it was recommended that someone from DABA attend. There was some discussion regarding the application process and what had been submitted as a request by DABA. It was decided that Mike Britt and Cristy Brubaker would attend the Council Workshop.

2016 Tourism Grant Reimbursement – Treasurer Brubaker reported that our first reimbursement request has been submitted in the amount of \$7,850.61. A submittal for reimbursement of the remaining balance will be submitted in December.

**3. Treasurers Report**

Treasurer Brubaker reported an estimated balance of \$17,000.00 and advised that once the grant reimbursement is received and Hometown Holidays expenses have been paid – DABA’s yearend balance should be approximately \$25,000.00.

**4. Hometown Holidays**

There was some discussion regarding the hiring of someone to provide the sound system for the Hometown Holidays when DABA has a system that can be provided at no cost and Jeff Phebus will operate.

It was motioned by Jeff Phebus and seconded by Rich Senff that the Treasurer draft an event form, for review at the next meeting, that will identify the needs for an event to enable us to better prepare and use the assets we have. Motion Carried.

**5. Administration Files**

There was a general discussion regarding the relocating of all files, etc. to our new space at Action Sports (Thank you Mr. Senff), and making sure we have everything and also update passwords, etc.

**6. Sidewalk Clean Up**

Because the paint that was used to mark the street fair spaces has not washed away- DABA has been requested to clean the sidewalks – There is an ABC grant available through the City for \$200.00 to help with the cost. A general estimate to complete the work is \$1000.00. Motions by Phebus and Senff to pursue having someone clean the sidewalks at a cost not to exceed \$1000.00 – Motion carried.

**7. Printer/Copier Purchase**

Motion by Phebus and Senff for Treasurer to purchase a wireless printer/copier and enroll DABA in the HP Ink program at a cost not to exceed \$500.00. Motion carried.

**8. Holiday Board meeting**

It was decided by consensus that the December Board Meeting would be a dinner and spouses/guests would be included. Cristy will research restaurant availability and coordinate date of meeting.

Meeting was adjourned at 7:00 PM

Cristy Brubaker, Treasurer.