

Downtown Arlington Business Association Board

Meeting Minutes

July 17, 2015 9:00 – 10:00 am

Location: Britt Sport Cards

Special Board Meeting adjourned at 9:11 am.

Board Members Present: Mike Britt President, Mary Anderson Treasurer, Dana Fowler Secretary, Jeff Phebus 2nd Board member and Zeph Ragland 1st Board Member.

Agenda Items & Minutes:

1) Vice President Detachment:

Mike said Brian Bovee has three missed unapproved meetings. Ensure we have Board roll call for all meetings. Then we can act if we need to. Brian does have some personal issues going on right now. It's important to have a full executive Board right now.

Mike asked for board feedback.

Dana asked if he wanted to continue on? Mike stated that he had quite a few things going on in his personal life that prohibit him from attending.

Mary and Zeph said with three unexcused absences we should dismiss Brian.

Action Taken:

- o Mary Anderson motioned to dismiss Brian Bovee as Vice President.
- Zeph Ragland seconded.
- All in favor.
- Motion carried.

Mike can appointment an interim and vote in at next meeting.

Zeph is not interested in the position.

Jeff Phebus offered to step up as Vice President. Jeff said his schedule is more straight-forward now. He has the time available. Jeff officially resigned his second Board Member and will step into the Vice President position.

Next Steps: Mike stated that DABA will look to fill the second Board Member position. And we will vote Jeff into position at next member meeting.

Mike has a couple people in mind for positions they want to be involved with.

Mary will ask Treasurer candidates to be at next member meeting in case they want the Board Member position instead.

Mike said Paul Ellis' daughter is interested in the Treasurer position. Just went to work at SAC and is trying to ensure she has time available.

Mary asked if Mike needed an official letter of resignation. Has given verbal. Mike said no because it is effective immediately.

One candidate opted out of Treasurer candidacy. Rich Senff is contemplating Treasurer position. Mary sent him the duties list as well.

2) America's Best Communities:

Mary and Mike have spent last couple of weeks talking with City and went to first official meeting of ABC. It's looking like right now we are top priority. We are stakeholder wise we are sitting the very best position. Mary — what he means by this, they are trying to raise 15k seed money to apply to get us into the top 15 cities in the nation. DABA wants to put in more funds than any other contributors to date. Donation is weighted so that if DABA is the top contributor we then have more weight when making decisions from award money. The 15k says we are committed to show that the community is really behind this designation. There are 50 cities total. We are in this pool which represents quarterfinals.

Donations so far, State Farm has put in 1k. It is Arlington and Darrington together – Stilly Valley put together to qualify. Some businesses are contributing. Fly-in, Everett Clinic, AMT, Universal Aerospace, EcoVentures. There's one donor who has contributed 1500 or 2k. Not sure. Right now there's around 5-6k gathered to date.

Contribution goes to economic alliance of Snohomish County who is working with ABC. Also sponsored by private companies like Frontier, the Weather Channel.

We want Stilly Valley to get into top three to win cash prize. If we make it to top 8, get 100k. First, second, third place get one million, two million and three million with first getting 3 million.

Awards are determined by evaluators of our plan to spend the money and how much community interest is evident. Appears money goes into pool and winners paid from there?

This is a great opportunity for two reasons:

- A. Mike stated that there is a significant undertaking going on in the Stilly Valley revitalization plan. DABA is not involved in that. It mostly involved Boys Girls Clubs, Parks, etc. Had conversation with Ken Klein about this. The focus is heavily OSO.
- B. The State of the City address did not mention downtown one time. Mike has let the City know that this is concerning to us. Then this opportunity came along for ABC and DABA is now well positioned. Right now committee structure is heavily industry, no good downtown representation. Our contribution will give voice to all 80 plus members of DABA.

If we can make a decision right now as a Board to contribute, this may be the most critical vote we may make this year.

Jeff asked what kind of amount are we talking about?

Mary said around 3-5k. Mike had an idea to also match anything that downtown business put in. Let's say we put in 3k and then match any downtown business donation. At the most biggest contribution would be 5-6k. It would definitely make us the #1 stakeholder. Zeph will donate \$100 if matched by DABA. Or will make it regardless but it would good if DABA matched.

Need flyer and go to every business in town now.

Money is needed by August 4th, 2015. They are waiting to hear from us and then find rest of stakeholders.

Zeph asked where we are at with cash on hand available. Mary has not submitted reported for grant reimbursement yet so that is still outstanding.

Jeff – why don't we propose the 6k?

Zeph – should say 3k plus match any donation with cap at 6k total.

Dana – is 3k enough? We can't know how much other businesses may give.

Mary – we should agree to 3k and another 3-4k matching. Total of 7k to put into this. If they have 5k now, this would put it nearly up to the 15k.

Zeph Official motion:

Mary - Max after what we match to fill up to 15k would be 2,650.

Already have 1,100 committed from a downtown businesses.

Action Taken:

- Mary motioned that we donate 3k under DABA and that we will plan to match up to 3k for any contributions from downtown businesses.
- Zeph seconded.
- All in favor.
- Motion passed.

Additional Information ABC:

Top 5 areas of spending right now is:

- Broadband & technology infrastructure build out.
- Healthy youth initiative link to drug issues between 14-16 to help deter drug involvement.
- Downtown Arlington Main Street revitalization and rehabilitation no specific subjects.
- National Resource Industries more Darrington focused.
- Tourism
- **3)** Crime Prevention League Stickers Donation last year we funded \$500.00. They have more volunteers and they are in need of more stickers.

Zeph – this has been in play for 1 year. Do we have statistics on effectiveness?

Mike – no but we can ask them to DABA meeting.

Jeff has had significant impact on panhandling and camping.

Zeph would like to have official report.

Action Taken:

- Dana motioned to donate \$500.00.
- Jeff seconded.
- o All in favor.
- Motion carried.

Also, this group should be invited to the next meeting to report on achievements in last year.

4) Arlington Eagles Football Program:

Mary stated that last year we did an inside cover ad looks that looked really great. The cost is \$275.00 and be in all programs. If we do it again this year, would need new logo. Ad size would be 8.5×11 .

Dana – games are very well attended. Seems like the # of views pretty high.

Action Taken:

- Jeff motioned to do it again this year.
- Dana seconded.
- O All in favor?
- Motion carried.

5) DABA Administrator Proposal:

Mary has created the primary bulk of duties list. Mike added to, Dana review. Cost would be \$15 per hour maximum and 8-10 hours if work per week. \$3,500 for rest of year maximum was set aside.

Bulk of work is archives, records, maintenance. Administrator would report to Board monthly but also we would know if work wasn't getting done and could address this.

Zeph – there needs to be explicit statement about reporting to Board on monthly basis. Need to also have hourly log so we can track efficacy of effort and what duties require more time than others to manage resources well.

Dana – if we hired by August 10, have 22 weeks left in year. Pay by contract week – 10 hours per week which is \$150.00 per week. Hired on weekly contract rate. NO taxes removed.

Mike – we can re-evaluate in six months. This will be month of December.

Mary will put this in job description. How often paid? Once per month? Dana siad bi-weekly.

Mary will look at direct deposit pushed through Quickbooks as way to pay which would ease burden on Treasurer position and cutting check.

Mary to add how to apply to Board with letter and resume. Need closing period. This will be August 5th. Email to Mike, Deliver to Mike or mail to DABA.

Mary will also add mandatory attendance at all member meetings and Board meeting. Additional duties have discretion to alter these duties as they see fit.

Will not advertise in the paper.

6) Car Show Finalization

Mike has 8 more registrations to show that came in mail post show. Also did more than \$200 in t-shirt sales at Street Fair.

Vote on Import Winner – Winner determined. Tyler Riker with 200 VW Jetta. We will notify him and have him pick up from Mike's store.

7) Street Fair:

Mike said done with this. May have more filtering in the next few weeks.

8) Pub Crawl/OktoberFest – Now Viking Fest

Date is October 3rd, 2015. New chair person Tara Knee is reaching out to stakeholders and setting up meetings.

9) Grant Reimbursements:

Mary said we will now look into getting this done. Need checks to clear for events.

10) Strategic Planning Meeting:

Mike still needs to arrange with Sarah Lopez to get room at City Hall.

Dana will not be at next member meeting. Mary said she could take minutes.

11) Arlington Assembly of God – Backpacks for Kids (Arlington Back to School Rally):

Jeff Phebus said this Church helps a lot with buying backpacks and supplies to put in them and then given to needy kids.

Jeff proposes giving them \$200.00.

Action Taken:

- o Zeph motioned to give them \$200.00.
- Dana seconded.
- O All in favor?
- o Any opposed?
- Motion passed.

Meeting adjourned at 10:36 am.