



Downtown Arlington Business Association

Board Meeting Minutes

August 29, 2016

5:15 – 7:15 pm

Location: Britt Sport Cards

Agenda:

Board Members Present: Mike Britt, Jeff Phebus, Cristy Brubaker, Rich Senff, Bill Dettrich, Dana Fowler.

Meeting Called to Order at 5:28 pm.

1. Approval of Board Meeting Minutes Held 7-22-2016

Action Taken:

- None – minutes not present.

2. Chamber Insurance Request Discussion

[Redacted content]

[Redacted text block]

Action Taken:

- **Cristy re-motined that we pay the \$804 as a direct payment to the chamber’s insurance company which will pay our premiums through May 31st of 2017. This \$804 does not include the approximate \$260 for the Viking fest which will be paid separately. The 804 will be split among the street fair and the car show budgets from 2016.**
- **Rich Senff seconded.**
- **All in favor?**
- **Any opposed?**
- **Motion carried.**

Action Taken:

[Redacted text block]

3. Treasurer Report

Cristy stated that we have \$19,303.00 but we did get a check from Dwayne Lane's for their car show sponsorship. The only outstanding sponsorship is UW. Cristy has to register as a vendor for them to pay us. We can do a one-time vendor registration or a permanent vendor. Jeff asked if there was a cost. Cristy said there is no cost just the temporary is quicker to pay. Rich stated that we should go ahead and do the permanent vendor status. Mike and Jeff agreed.

Cristy also mentioned that the street fair vendor who claimed he paid us and is seeking reimbursement has not been able to provide proof that DABA cashed his check. Cristy will call him again.

Cristy asked if we should continue to pay for the administrative costs. She is not getting detailed invoices from them.

Jeff thinks we should pay through September 1, 2016. Dana disagrees. If they have not been able to perform their duties with regards to administrative work, then we should not pay it.

Cristy will ask for itemized statements.

Cristy stated that the Street Fair has a profit of around \$5,700.00

4. Sound Publishing Ad Costs

Cristy stated that DABA is not happy with the Splash Ad. Dana asked our rep to not give us a credit but to waive payment entirely or pay a very discounted rate. She should know by tomorrow morning.

5. Administrator Position Wrap-Up

Cristy got all DABA belongings from Anderson Accounting Solutions office today and brought everything to Mike's shop. It looks pretty well organized. Jeff asked if we own a file cabinet? Yes we do and we will bring it down to Mike's shop as well. Mike thanked Cristy for picking it up and going through it.

6. ABC Initiative Community Tool Chest

Rich asked if we have any metrics to calculate the value of our wish list. Mike stated that our objective continues to be re-stated. Now, it's a tool chest for merchants, business, inventors, homeowners, etc. It's supposed to be for merchants only. The Mayor had sent Mike an email stating that some businesses have suggested a pressure washer and a paint gun – outside of DABA/Mike?

Mike stated we need to come up with a list asap.

Dana will put this on the next member meeting agenda to poll the member businesses.

Rich wants DABA to send out an email to all the members asking what they would like to have in the toolbox. Cristy will send this out. Use read receipt tracking. She will use her

treasurer@arlingtonwa.org.

7. Viking Fest

Chair Dana Fowler and several board members discussed the budget in depth. Dana also shared the artwork that had been created especially for DABA and will serve as our brand image going forward for the festival. Dana updated all on the number of sponsors and the status of the program to be created.

Board Meeting Adjournment:

- **Jeff Phebus motioned to adjourn.**
- **Rich Senff seconded.**

Meeting adjourned at 7:18 pm.