



# Downtown Arlington Business Association

## Board Meeting Minutes

September 2, 2015

5:00 – 6:00 pm

Location: City Hall Council Chambers

### Minutes:

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#### Present:

Mike Britt, Jeff Phebus (late – unexcused), Mary Andersen, Brittany Kleinman, Taira Knee.

Excused: Dana Fowler.

Meeting called to order 5:19pm

1. **DABA Archives Materials Sent to Administrator** – Mike has these available for pickup, 5 years for minutes and agendas, 3 years for payables, 7 years for bank statements and deposit books, expenditures – over \$250 total per month need to be approved by the board.

2. **Mary Andersen's letter of resignation (for treasurer):**

#### Action Taken:

- Zeph Ragland motioned to approve.
- Taira Knee seconded.
- Motion carried.

2. **Approval of Board Meeting Minutes Held 8-5-2015:**

#### Action Taken:

- Brittany Kleinman motioned to approve.
- Zeph Ragland seconded.
- Motion carried.

3. **America's Best Community Status Report:**

- Mike Britt stated that DABA had funded \$4,100 (\$3,000 from DABA, \$1,100 as match).
- Mike Britt is the chair person for the Healthy Mainstreet committee for the ABC plans. First committee meeting was Friday 8/28 at 2pm. Not much to report.
- Representatives from Snohomish County, the City of Arlington, WSU, Darrington downtown and Arlington downtown were present.
- There seemed to be some confusion on the direction where the committee is moving. Mike suggested had suggested that we move forward with the bike racks and benches as part of the plan. Not many ideas were brought forward. There is no following meeting schedule currently.

**4. Budgets to Include Overlap for Events:**

There will be some overlap. How to handle this going forward in the budget.

**5. Snohomish County REET Grant Application:**

Dana is working on this, Mary is gathering Articles of Incorporation from the Chamber. Stacy requested these from Julie Morse last week.

- Due on 9-10-2015/Amount to be requested \$10,000
- Benches, bike racks, survey for plaza in City parking lot
- Business sponsorship opportunities on benches – total of 8

**6. Member Brochure Update:**

Jeff Phebus is ready for the most up to date list of members in order to update the brochure. We are working to gather pictures (updated) for the brochure as well. We have not funded the printing portion yet, we have only funded the distribution of the brochures. Mike asked that a committee meeting be scheduled in order to move the project forward.

**7. Strategic Planning Session Report:**

We are working with the administrators to gather the data and coming up with a report to distribute to the membership. The mission statement was not changed. We need to schedule a follow-up meeting. Mike has contacted the chamber already to look at setting up a round table.

**8. Promotion & Ads Oversight Committee:**

Zeph Ragland stated he had nothing new to report.

**9. Arts Council Sponsorship Request:**

Mike Britt stated that the AAC would like us to be an official sponsor for their 'Fall into Art' Auction, \$1000 request for sponsorship, We would be included on the program & poster.

**10. City of Arlington REET Grant Matching Funds Request:**

Mike Britt stated that the City of Arlington is applying for \$27,000 for the sound system. They need to know how much DABA is willing to contribute. Suggested amount was \$2,500.

Mary stated that there isn't room in this year's budget, but there is in next years (\$1,500-\$3,000). We will need to put this into next years (2016) budget.

The speakers will help save money on other events when we purchase sound systems/DJs. There is room to expand the system in the future.

**11. City of Arlington Hotel/Motel Grant in October:**

Mike Britt announced this was coming up and Dana would be handling our application.

**12. LTAC Grant Snohomish County – Due 10-103-2015**

- a. Funds to cover Billboard Ad, Baseball Banners, Member Brochure Distribution and Printing  
Not discussed.

**13. Viking Fest & Pub Tour:**

Not discussed.

**14. Hometown Holidays:**

Jessica Ronhaar is chairing this event this year.

**15. AquaSox Booth Attendance 8-28-2015.**

DABA was present to promote downtown events.

**16. Board Elections:**

Marilyn Oretle is managing our election process.

**17. Letter of Thanks Strategic Planning Session:**

Mike Britt stated that letters of thanks would be sent to attendees. Wendy, our Administrator will take care of it.

**18. DABA News Letter:**

Not discussed.

**19. Hiring Photographer for Viking Fest:**

Mike Britt announced that Jeff Graves will cover this event for DABA for \$100.00.

**Board Meeting Adjournment:**

Brittany Kleinman motioned to adjourn.

Taira Knee seconded.

Meeting adjourned.