

Meeting from EDBID meeting 4/11/13 at HDR Conference Room at 8:00am.

Attendance: Sally, David, Chris, Paul, MaryKay, Pam, Juliana, Cadence, Kim, Stephen and Cindi

Meeting was called to order at 8:03am.

No amendment to agenda. No audience or public comments.

Amendment to meeting 3/28 minutes-Cadence was not in attendance. Minutes were approved with correction.

City Update: Bills have been sent out. Questions regarding bills need to be directed to Sarah Mager, finance dept.

Discussion: Cost of mailing \$181/qtr. Who will pay? Do we need to send out statement to businesses with no balance due? What is the process of handling past due bills?

Conclusion: Insert wording into Agency Agreement covering cost recovery with the City. City will supply BID board with a report of delinquency to give board chance to contact business before collection submission.

Workplan Discussion: Group #1- mission statement, branding and marketing plan, public meeting. Do we need support services?

Group#2-Brand and name establishment, way signage, parking solutions.

Discussion: Do we set budget and see what we can get for the money or do we submit RFP's (request for proposal) and see how much it will cost? How formal is the process of submitting RFP's. How to balance service vs.retail in workplan. What type of advertising/marketing do we want?

Conclusion: Form a Mission statement committee. Form a Consultant RFP committee. Form a Workplan/budget committee. Form an annual meeting committee. Form a Board Presentation Committee.

Action Item: Meet with Cities Parking Committee. Stephen will check with the City attorney regarding purchasing policies. Set date and place for Ratepayer meeting. Get info regarding Agency Service Agreement.

Bylaws Discussion: How many board members do we want to have? Take a look at the standing committee language. How do we handle nominations and elections? What is the best time to hold the annual meeting? What is the possibility of changing the date of workplan submittal to Sept 30th instead of Sept 1st.

Conclusion: We need to find out about handling of nonprofits. Bylaws still need reworking, everyone is encouraged to look at draft of bylaws and check out the comments in the margin. Give feedback before next meeting.

Additional Information: Roberts Rule meeting at City Council meeting 4/16/13 or on-demand on Cities website.

Roger Brooks webinars are available for viewing also.

Meeting adjourned at 9:32am.

Next meeting April 25th, 8am at HDR Conference room.