

Minutes from EDBID meeting 5/9/2013 at HDR Conference Room at 8am.
Attendance: David, Steve, Cadence, Sally, Juliana, Paul, Chris, MaryKay, Kim, Pam
Stephen, Cindi and Ron Cone
Meeting was called to order at 8:01am.
Minutes from 4/25 meeting were approved.
Action Items from 4/25: Stephen contacted City Attorney about ASA and purchasing policies, he did not respond.

Presidents Report: We received a complaint letter from a service provider.
Discussion: How do we handle this?
Conclusion: David will send us the letter and we will respond with letter and/or phone call. Pam will lead.

City Update: The Finance Director, Ron Cone noticed some inconsistencies regarding the wording in the ordinance re: delinquent accounts.
Conclusion: We need to fix terminology in the ordinance.

Mission Statement Report: Sally, Juliana, Steve and Gary Edmonds worked on creating a mission statement. They presented their first draft. The board gave lots of feedback and comments.
Conclusion: The committee will present a revised mission statement at next meeting.

Bylaw Committee Report: Pam has been researching Agency Service Agreements.
Discussion: What type of ASA do we want? What does the City require? The ASA is referred to in the bylaws, do we need to take the wording out if we do not have one in place?
Conclusion: Need more clarification regarding ASA and purchasing agreement before Bylaws can be finalized.

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Workplan Discussion: Cadence, MaryKay and Jenny Shore have been working on the workplan. They submitted a preliminary budget. They asked for more volunteers. Kim and David will join the committee. Paul is working on the RFP.
Discussion: What is the boards vision for this year and next years budget? What do we want to see on the budget?
Conclusion: Committee will meet next week and present a workplan at the next board meeting.

New Business:

- 1) Paul met with the head of the UW business school. They would like to make a presentation at the next meeting about the possibility of placing an intern. We agreed to start next meeting at 7:30 for the presentation.
- 2) Edmonds Chamber of Commerce is having a Business Expo on June 1, 2013. We will add it to our website calendar.
- 3) DEMA is having a sidewalk sale on Memorial Weekend. We will add it to our website calendar.

4) June 27th tentative date for Annual Meeting.

Action Items for next meeting:

- 1) Action Item: Pam will respond to complaint letter with a phone call.
- 2) Action Item: Stephen will submit a revision to the City Council for changes to the ordinance regarding the wording re: delinquent accounts and also to change date of budget submission to the end of September.
- 3) Action Item: Pam, Cadence and Stephen will meet with the City Attorney. At that time they will get more information regarding the ASA and the City Purchasing Agreement.
- 4) Kim will find out deadlines for Bylaws and Workplan presentations to the City Council and let David know.

Meeting was adjourned at 9:31am. Next meeting May 23rd, **7:30am** at HDR Conference room.