Minutes from EDBID board meeting 10/24/2013 HDR conference room at 7:30am.

Attendance: David, Chris, Cadence, Pam, Sally, Paul, MaryKay, Juliana, Kim, Stephen, Cindi
Guests: Josh Colberg (LaGalleria), Jenny Shore (Wooden Spoon), Phil Kollen (Gallery North).

Meeting was called to order at 7:31am.

No opening remarks.

Action Items from 10/10 meeting:
Cadence put together question and answers for RFP, they were posted to the website. Roger Neumeier was not in attendance to answer the question regarding budget. David will follow up with Roger to get an answer. Stephen verified that work plan/ budget has to be submitted by Oct 31st to the City. Minutes from 10/10/13 were approved.

City Update: Nothing to report.

Committee Reports:
Paul reported that the Edmonds Community College class should be starting their survey next week. Letters went out 2 weeks ago.

Work plan/ budget: The non-profit work is moving forward. The board reviewed the draft. It was decided to have Marketing and Branding/Identity remain together on the budget. We anticipate $88,000 in assessments for 2014. The budget was discussed and we discussed how we should present to City Council. We voted and approved the work plan for 2014. Paul will present to City Council. We decided to reach out to the City Council members prior to the presentation of the 2014 Work plan and Budget. We would like to be on the November 19 City Council agenda.

Action Items: MaryKay and Jenny will put together a paragraph on Appearance and Environment for the work plan. Pam will contact Kevin to find out if boundary addition is something he wants to pursue in 2014. If not, we will remove from budget.

We decided to meet on the 7th and 14th of November due to the City Council presentation and the Thanksgiving holiday.

501c3: Name of the non-profit will be the Downtown Edmonds Business District Association. We need to get insurance and a bond and that is included in the budget. The officers of the non-profit will be the same as the officers of the interim board until the elections of the new board of the EDBID. The timeline for the State of WA is immediate approval and the IRS approval takes a while.
**RFP/Branding:** 19 firms submitted proposals. The committee met and narrowed down the number to 10 using an evaluation/scoring matrix they created. Anyone that would like is welcome to take a look at the proposals. They need to contact Cadence if they would like to view the proposals. We voted and approved a motion to give the authority to the RFP committee to select the finalists. The committee will meet again and go through another evaluation/scoring matrix to determine the 4-6 finalists. The board will then ask the finalists to come in for an interview. We would like to hold interviews the week of November 18th at City Hall.

Action Items: Cindi will check availability of the Brackett room for the week of Nov 18.

**Public Comments:** Josh Colberg thanked the board for their work on the EDBID. He was curious to how the BID worked. David emphasized this is a volunteer organization and that we are an interim board.

Meeting adjourned at 9:27am. Next meeting is Nov 7th at HDR conference room at 8am.