

Minutes from EDBID board meeting 9/26/13at HDR conference room at 8am.

Attendance: David, Pam, Chris, Steve, Cadence, Kevin, MaryKay, Paul, Kim, Sally, Stephen, Cyndi

Public: Greg Urban

Meeting called to order at 8:02am.

Opening remarks: None

Action Items from 9/12/13:

Postpone climate committee discussion.

We requested and contacted delinquent accounts.

RFP/Branding committee met. Their report is under committee reports.

Directory does not "belong" to city or chamber. MaryKay will ask Blake to remove.

Stephen arranged to have parking permit map sent with BID notices.

Cadence sent email updates to Jenny Shore.

Cadence set up workplan meeting 9/16.

Chris contacted attorneys on the 501c3. Doug Purcell is looking at the ordinance to see what is involved. First we apply for non-profit with the State and once that is established then we can apply to the IRS. Bill Wood is also looking at it.

First we need to get the corporation up and running, we need to determine the bylaws of the corporation, who runs it, need to have a separate board for that.

Stephen suggested we run it by Jeff Taraday to find out if the city or city council has any input into this and how it is established. Cadence and Chris will put together an outline of what needs to be done and present it at the next meeting.

Regarding the delinquent accounts, Steve, MaryKay, Chris and Sally reported on the businesses they contacted. The closed businesses have been taken care of. Regarding the late fees we approved a motion to allow a waiver of those fees. David will notify the finance department. We need to let those ratepayers know.

Cadence agreed to join Paul in meeting with Edmonds community college students.

Dale Terwedo's name needs to be corrected in minutes.

The minutes we approved.

Presidents Report: David received a letter from the Carolyn, the mayors assistant, asking if the BID would like to send a blurb out with the letter that goes out to the citizens of Edmonds on a quarterly basis. We all agreed we should wait until the 1st quarter of 2014 when we have more info to report. David will notify Caroline.

David has had discussions with Chuck Loomis from Edmonds Community college looking for direction on what we would like the class to do. Suggestions include name, email, contact person and maybe a 2-3 question survey of the BID members that could be used for search engine optimization. David provided him with a list of all the businesses in the BID. Paul suggested we tell the class what we are doing and allow the class to decide what categorizations we need for directory, website, etc. and have them create a database that we can use.

Action Item: Paul will write a letter to be sent to the BID members telling them about the census. MaryKay will review the letter.

City Update: The city and the economic planning board held a property owners meeting and will be having a public hearing on Oct. 9 regarding moving ahead with plans for BD1.

The interim board will need to look at the closed business list at the end of the year and develop a policy about how to handle them. New businesses are added to the BID the next quarter after opening.

Committee Reports:

RFP/Branding: The committee sent out a draft of the RFP to the board on 9/25. They would like to publish 10/1 in the Daily Journal of Commerce and targeted firms. Due date for proposals will be 10/22, giving us a week to look at the proposals before we have to submit our workplan to City Council. Then we would conduct an interview process. They hope to select the firm by 11/30. We reviewed the RFP, Cadence will make the revisions and send it out. If anyone has firms they would like the RFP sent to they should contact Cadence. We discussed a timeline for completion and who we should involve in the process.

Action Item: Cadence will ask Stephen about the City contract for professional services. Kevin requested that all correspondence that will be discussed at a meeting be sent out prior to the meetings so we can have a chance to read them prior to meetings, exchange email comments or if absent the board can stay informed.

Workplan: Pam will send out an email with assignments on what the workplan committee needs from each committee. They will need to respond by Monday the 7th. Pam will put the information together and present it at the next meeting.

New business: None.

Public comments: Greg Urban had some comments on what the census should be asking the business owners.

Meeting adjourned at 9:36am

Next meeting is October 10th in HDR conference room at 8am.