

NBPDA
Meeting Minutes, Thursday, October 20, 2016
6:00 PM
102 CBD Mall #3

Call to Order- 6:252 pm

Roll Call- Treasurer Dan Smith, Secretary Adam Shaeffer, Vice President Dolly Newman, Store Director, Robyn Legun, Mayor Don Stevens, President Mike Baker

Agenda Changes- None

Board Comments- Discussion on the decision to keep Board office open.

NEW BUSINESS

2017 Annual Budget- 2017 budget highlights and explanation presented to the Board.

Board Expenses-There was a small error in the” sales tax” payable line needs to be fixed. The ‘sales other” line has been revised for 2017. The proposed net income should be around \$63,000 for 2017, higher than 2016. Discussion on why the changes in 2017 vs 2016 budget. Budget should reflect \$75.00 for LLC annual licensing fee and that will be added. “Professional Services” line item needs to be changed to reflect new, incoming Board members and expenses incurred for training and qualification.

Store Expense- Discussion on salary and travel/meals and membership line items. The 2017 lease for store will increase by 5%. Liability insurance will see a decrease in premiums for 2017, because of good standing with company from financing the premium in 2016. Discussion on financing 2017 premium as well. Discussion on taxes. Discussion on debt redemption/ interest paid line items. Also noted the total store expenses will be lower in 2017.

Discussion on 2017 grant funding for city projects using excess money, using the language “may” instead of for sure. Playground fund was discussed, with possibility of donating directly to fund vs a grant, applications and process. The Board discussed the legality of donating funds without the application process and decided the option needed to be reviewed by counsel. Robyn will ask the State Auditor their opinion on the subject. Discussion on possibility of writing in a percentage to “donate” into new operating procedures.

Resolution 2.16, Adopting 2017 Budget

Discussion on October 20, 2016 being 2nd Public meeting, and considered by Board, Dan Smith motioned to approve the 2017 Annual Budget, Dolly 2nd motion and it was **unanimously adopted** by Board, pending specific changes discussed at meeting.

Added Business:

September 29th, 2016 Meeting Minutes- Wording from 09/29/16 meeting minutes concerning the “landscaping plan” need to be adjusted to reflect Board asking the Planning Commission if they were “satisfied with the plan”, versus the current wording asking to “suspend the plan”. Minutes will be changed.

Dan motioned to adopt September 29, 2016 meeting minutes, Dolly 2nd motion and **unanimously approved**, pending specific wording changes discussed.

NEW BUSINESS CONT.

New Board Members- Recruiting has begun, the efforts include press release, contacting chamber, personally speaking with people, possibly a post at Eagles Lodge. Plans to personally visit some local businesses, add the post to the City Hall kiosk and have a notice at the store registers was discussed.

Short discussion on Dan Smith and Dolly Newman resignation after years of hard work, they will be missed.

NEXT MEETING DATE- Thursday, December 1, 2016, 6:00 pm, PDA office

Public Comment- No Public Comment was offered.

Closing Board Comments- None

Adjournment- @7:02pm

Note: The public is always invited to attend meetings and the Board may adjourn to executive session in accordance with RCW 42.30.110 during any meeting.