

North Bonneville Public Development Authority
Meeting Minutes from Thursday Aug 27, 2015
102 CBD Mall Dr. Unit #3 5:00 pm

Meeting called to Order: 5:00pm

Roll Call: Secretary/Treasurer Dan Smith confirmed the presence of himself, President Tim Dudley and Board Members Dolly Newman and Sally Spencer as well as Attorney Teunis Wyers.

Agenda Changes were made when Mr. Smith removed the minutes from the special meeting from the consent agenda because they contained an incorrect date. They were to be corrected and included for approval at the next meeting.

Opening Public Comments were not made.

Opening Board Comments consisted of Dir. Spencer requesting a brief continuation of the executive session from the special meeting on 8/20 saying she wanted to clarify her position as she had attended that meeting by phone.

Executive Session to further discuss personnel issues was called by the Chair at 5:05pm and ended at 5:21pm with no decisions having been made.

In **Staff Reports** Mr. Smith updated the Board on the **sign progress** for getting the new address mounted on the building saying all the materials were in place and that it might be necessary to find a contractor to get it installed as it had been officially approved by the LCB.

He also reported on where the required **new member LCB forms** were currently and was given necessary personal information by members present which would allow those forms to be finalized and submitted.

He reviewed the latest **sales report** saying things had been looking steadily better for the last three months and were expected to continue.

He touched briefly on what he knew about on-going **marketing and outreach** efforts in conjunction with some of the vendors and a customer loyalty program as well as on social media.

A **Finance Report** took the form of a discussion of the interpretation of the **Reconciliations** as they related to **Profit & Loss Reports**. President Dudley promised to attend the Executive Director's weekly bookkeeping sessions with the Store Manager to instruct them how to enter data for best results on those reports.

In **Old Business**, Mr. Smith relayed that a professional landscaper had been commissioned following the City administrations recommendations to round out the **revised landscape plan** before bringing it to the Planning Commission for approval at their next regular meeting on Sept. 15th.

New Business Consent Agenda of **Minutes** of the last meeting, **Payroll** and expense **Invoices** was reviewed and approved by unanimous vote.

There were no **Closing Public Comments** and as a **Closing Board Comment**, Secretary/Treasurer Smith expressed his gratitude for the level of participation exhibited by everyone involved. He said he felt proud of the efforts made.

Adjournment was @ 5:42pm

A handwritten signature in cursive script that reads "Dan C. Smith". The signature is written in black ink and is positioned above the printed name and title.

Dan C. Smith
Secretary/Treasurer