

**North Bonneville Public Development Authority
Meeting Minutes from Thursday January 8, 2015
102 CBD Mall Dr. Unit #3 5:00 pm**

Note: The public is invited to attend all board meetings.

Meeting called to Order: 5:28pm

Roll Call: Secretary/Treasurer Dan Smith confirmed the presence of himself, President Tim Dudley, Vice President Tanya Knight, Dir. Judie Whitcom. Consultant John Spencer and Manager Robyn Legun were also present.

Agenda Changes: Mr. spencer requested item #5, under New Business, **Discussion/Decisions Regarding Governance & Duties of Staff & Board** be moved to the top of the agenda.

He explained the traditional and proper way a Board Of Directors functions relative to it's staff. Now that there is one, he recommended the Board approve a spending cap and empower those people to accomplish the remaining work.

The Board President was appointed as sole supervisor of the store manager and spending limits for getting the store open and for acquiring inventory were approved by unanimous vote.

Mgr Legun reported acquiring two salvaged chalkboards for displaying product menus and she got some clarification on a spending process.

Finance Report: Mr. Spencer detailed a bleak year-end financial report saying the picture was somewhat improved by some payees still holding their payment checks, one of whom is himself.

He had a number of recommendations aimed at getting over an immediate cash flow issue including requests for extensions from the lenders.

The Chair expressed the Board's gratitude to Mr. Spencer for making it possible to continue and the Board voted unanimously to accept the consultants timely offer to make purchases on the PDAs behalf to assist with short-term cash flow, without seeking remuneration beyond his direct costs.

Old Business: **Updates On Projects** was Mgr. Legun reporting that she was still working on inventory acquisitions.

Pres. Dudley reported the web page and facebook presence is also still development and promised to get the necessary data to Mgr. Legun.

A **License Update** was provided by Mr. Spencer and Mr. Dudley saying that all requirements listed to date had been met and the LCB had estimated the end of

January as a likely time they would be finished. Mgr Legun requested there be regular queries to the LCB to insure they were never waiting on us and Mr Dudley agree to do that.

Mr. Spencer explained the latest proposals and options for **Banking** and they were discussed. It was decided to wait for expected replies pending banking decisions.

Mgr. Legun reported progress on getting a **Logo** for both the store and PDA designed online for just \$99 and she was instructed to proceed.

New Business: A **Consent Agenda** including the **Minutes** from last meeting and December's payroll and expense **Invoices** as amended was approved by unanimous vote.

Supplemental **Personnel Policies** were detailed by Mr. Spencer & Mgr Legun which augmented the working document approved earlier. Discussion ensued by item. It was adopted by unanimous vote.

Mgr. Legun had asked about attending trade shows and conferences and Mr. spencer suggested we approve a **Travel/Training/Expenses budget for Store Manager** and the Board agreed to any reasonable reimbursements.

Signage was tabled until the **Next Meeting** which was set for Thursday January 22nd @ 5pm

There was no **Public Comments** or **Closing Board Comments** and **Adjournment** was at 7:35pm

Dan C. Smith
Board Secretary.