

**North Bonneville Public Development Authority
Meeting Minutes from Thursday July 30, 2015
102 CBD Mall Dr. Unit #3 5:00 pm**

Meeting called to Order: 6:00pm

Roll Call: Secretary/Treasurer Dan Smith confirmed the presence of himself, President Tim Dudley and Board Member Dolly Newman. New Board member candidate Adam Schaeffer, Manager Robyn Legun, Consultant John Spencer and three members of the public, Terry Norris, Bryan Sabo and Fern Armstrong were also present.

No **Agenda Changes** were made.

Opening Public Comments were not made.

Opening Board Comments were made by the chair explaining the reason for his tardiness. He also reported a visit to his restaurant by the LCB inspector asking for information about the change of address and planned signage by the City. He said better communication was needed between staff and Board members as the history was discussed.

Staff Reports included an update on the progress of directional signs proposed by the City indicating they were being ordered.

New member applications for Both Dolly Newman & Adam Schaefer were discussed and updated. Dolly awaits clearance from the LCB & Mr. Schaefer is to be on the City Council agenda.

Mgr. Legun's state of the store reported sales increased by 10% over May's figures.

New shirts, logo merchandise and brochures were all big hits so far.

The ATM was performing well and earning ample fees.

Efforts were being put into place for a media blitz during August & September. This included partnering with vendors and others in the industry to get the word spread wider as well and continuing the customer loyalty program previously begun.

The new state tax structure reportedly increases the stores tax burden and has resulted in few if any price adjustments from the vendors.

Oregon was set to begin allowing the sale of marijuana flower only as early as October of this year. Its impact on sales was uncertain.

Washington will begin licensing Medical growers and retailers in January 2016.

Marketing strategies specific to establishing the store's public identity were discussed as was the need to commission a web designer for a PDA page.

The **Finance Report** noted that more than \$1,000 per month was being paid to the City via the store's paying local sales taxes and it showed sales still increasing steadily. It also contained the **Profit & Loss** statement for May, bank account **reconciliations** and the **claims summary**.

Old Business was to consider a **Revised Landscape Plan** reflecting the latest in negotiations with the landlord to be submitted to the City planning commission and to vote on Mr Schaeffer's membership on the Board. Both were approved by a unanimous quorum

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

Revisions to the **Personnel Policy Manual** addressing extensive benefits payout and staff and scheduling needs were described, discussed at length and approved as a working document also by unanimous quorum.

Next Meeting Date had been previously set for Thursday Aug. August 27th @ 5pm.

Closing Public Comment was made when Mr. Bryan Sabo asked whether Mr. Spencer was the official point of contact and the Chair informed him that person would now be Mr. Smith as the executive director. He then asked about the best way to get in touch and was told he could do so by calling the store.

Closing Board Comments were made by Secretary/Treasurer Smith when he expressed thanks for Ms. Newman & Mr. Schaeffer for their commitment to Board membership.

Adjournment was @ 6:55pm



Dan C. Smith
Secretary/Treasurer