

**North Bonneville Public Development Authority
Meeting Minutes**

Thursday October 2, 2014

102 CBD Mall Dr. Unit #3

6:30 pm

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

Meeting called to Order: 6:30pm

Roll Call: Secretary/Treasurer Dan Smith confirmed the presence of himself, President Tim Dudley, Vice President Tanya Knight and Director Judie Whitcom. Consultant John spencer also attended.

Pledge of Allegiance: No Flag was present

Agenda Changes: None

Public Comments: None

Board Comments: President Dudley expressed his appreciation to those present for their commitment and time say thank you to all.

Attorney/Staff/Consultant Reports: John Spencer said he had contacted a marketing firm to begin planning for the store opening as well as on going marketing. He suggested some Board Members should attend an economic summit on the 15th in The Dalles to help publicize. LCB background checks on all parties involved were in progress. Specific requirements for each of us were described.

Old Business: **Personnel Policy** statements were reviewed and described by staff, discussed at length and adopted by unanimous vote with impending changes to be made later. **Finance Policies** were also reviewed and described by staff, discussed and presented for approval by unanimous vote.

Office Lease proposal for business space for the PDA was approved by majority vote with one abstention by Secretary Smith for proprietary reasons. **POS, Security and Inventory** systems were discussed throughout the meeting. the **Licensing** process was updated by President Dudley relaying talks with the LCB agent.

New Business: An **Invoice** from DDJ Accounting Firm for their work to date was presented and approved by unanimous vote. **Minutes** of our last meeting were also approved by the same vote. Board Rules & Parliamentary procedures were described by staff and discussed as a followup to earlier public responsibility topics.

The **2015 Budget** resolution and procedural requirements were described in detail. A revised version is being developed to reflect changes discussed and the required public hearings have been scheduled.

The **Development Agreement** between the PDA and the LLC is still in progress.

A **Policy regarding Public Records Requests** was adopted by unanimous vote.

The **Next Meeting Date** was set for October 16th @ 5pm.

Public Comment: None

Closing Board Comments: None

Adjournment: @ 8:21pm

Dan C. Smith
Board Secretary.