

**NBPDA**  
**Meeting Minutes**  
**8/21/2019 6:30pm**  
**102 CBD Mall Dr. #3**

**Called to Order @ 6:44 pm**

**Roll Call** confirmed the presence of President Dan Smith, Vice President Tambra Kupetz, Secretary/Treasurer Adam Schaeffer and Executive Director Robyn Legun. Also present were Norm Woods, Dave Kupetz and Fern Armstrong.

**Agenda change** were not made.

**Opening Board Comments** were not offered.

**Opening Public Comments** were also not made

**Director's Report** – Director Legun updated the Board on the status of the City Mayor's recent records request and indicated that all of the documents had been located and we would be complying on the following day.

One member of the store's staff who had elected to go part time, suddenly resigned. Another recently hired part time person had been on probation for 90 days during which time they had continued to be tardy, and generally unreliable. Then one of the managers was observed deleting records in an attempting to cover up that person's poor performance. Both of them unfortunately had to be dismissed. She felt they would be able to absorb the loss of three people alright if they replaced the part time employee. The Board agreed.

Mr. Schaeffer asked whether she would need to be manning the store herself and she sighted the State Auditor's rule prohibiting anyone with access to the record system from ringing sales.

Mr. Smith wanted to know if there were any additional summer sales events planned and Mrs Legun reported a minimal plan for the upcoming Memorial Day weekend.

**Old Business** – There was none.

**New Business - A Consent Agenda** of just the last meeting's minutes was unanimously approved. Regular third quarter payroll and invoice items would be included in a later meeting.

A comparison of the budgeted versus actuals of the **Fourth Quarter 2019 Budget** was conducted indicating she expected things to remain pretty tight but manageable with some reductions in both staffing and marketing.

Mr.Schaeffer asked whether certain budget items could be brought more inline with a certain prescribed percentage of sales. It was noted that those prescribed percentages didn't account for such things as the excise taxes we pay that other business do not have and evens so, the reductions mentioned above would likely accomplish that for the 4<sup>th</sup> quarter.

A discussion of the possibility of adjusting the the store hours ensued. It was agreed that to remain as competitive as possible, the hours should not change now, but adjustments might be practicle in the slower winter months.

**Next meeting date** was set for 10/16/2019 @ 6:30pm

**Closing Public Comment** was not made.

**Closing Board Comments** were likewise not offered

**Adjournment** was at 7:17pm