

NBPDA
Meeting Minutes
4/24/2019 6:30pm
102 CBD Mall Dr. #3

Called to Order @ 6:44pm

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 Dave Kupetz and Fern Armstrong.

An Agenda change was made to add a vote to excuse the absence of Secretary/Treasurer Schaeffer who was ill during the last meeting.

Opening Board Comments were not offered.

Opening Public Comments were not made

Director's Report – Ms. Legun indicated that sales in the first quarter of 2019 were down from the year before in part because we saw our competition get stronger. Those numbers were most significantly down in March because of a lower turnout for the anniversary events and really bad weather. Also, because the store opened in the Spring, first quarter has always been costly as the annually recurring setup charges come due again.

Lowered spending had been kept precisely in line with the declining sales for the first quarter at around 71% of budget projections.

There were a number of new vendors as so many product providers were increasing their minimum orders or they had gone out of business all together due a glut of flower on the market and the high state taxes.

The accountant was about to finalize the annual report which is due to the City at the end of May, and the Board would be apprised of it's contents before submission.

The 4\20 celebration events were deemed a success. Customer, vendor and community response was quite good.

Revising the website(s) involved a long process in order to smoothly switch everyone's email accounts and that was still in the works.

Some new advertising with local establishments and publications had recently been placed. Additional outreach in the local service industry directed toward Memorial Day's tourist traffic were also planned.

The Washington State Parks Service deemed our sign to be too much like their logo and instructed that it be changed. A graphics designer was currently working on a new sign.

A plan for offering hemp based CBD products through Bonneville Events was being developed for when the funds to buy some become available.

Old Business - The 420 Evergreen Lease update stated that while the landlord at the store's old location had not kept his agreement to accept the lump sum payment offered in January, he had stipulated that our original security deposit could be applied toward the last two month's rent. It would cover all but \$1,900, which he had insisted on receiving.

The DocuSign requirements for the LCB's **Change of Ownership** vetting of Vice President Tambra Kupetz & husband Dave were updated. Director Legun said she

suspected the delay was mainly the LCB's need to vet the latest loan agreement, a recently discovered requirement.

New Business first took up the added matter of **approving Mr. Schaeffer's absence** during the previous meeting which was unanimous.

A **Consent Agenda** of the last meeting's minutes, product invoices and payroll for the first quarter of 2019 was passed unanimously.

A **Renewed Insurance Contract** establishing the correct amounts for building and liability at lower costs from last year had been negotiated and was approved unanimously by the Board subject to some clarification of specific line items and a budget cap.

Next meeting date was set for 7/24/2019 @ 6:30pm

Closing Public Comment was not made

Closing Board Comments were not offered.

Adjournment was at 7:52pm