

**NBPDA
Meeting Minutes
7/24/2019 6:30pm
102 CBD Mall Dr. #3**

Called to Order @ 6:42 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 Dave Kupetz and Fern Armstrong.

Agenda change was made by the executive director adding an item concerning Personnel &/or Finance policy.

Opening Board Comments were not offered.

Opening Public Comments were not made

Director's Report – Started with the notice of the City Council's recent decision to investigate dissolving the PDA and what little was known about that process beyond their intention to hold a public hearing on the subject on August 13th.

A review of the store's sales and operations over the last three months was given. Ms. Legun compared figures to this time last year as compared to now that we share the local market with our competition in Carson. It looked to be about 50%-50%. The 4/20 sales event had been disappointing compared with last year although the store had slightly outdone the competition for two of the three months.

She also reported having consulted an accountant to analyze the current state of the business and was told everything look really good with the exception of payroll expenses so preliminary steps had been taken to reduce the number of full time staff with more reductions planned. The money saved was being applied to product purchases to help keep us competitive as well as to debt reduction.

Secretary Schaeffer posed some questions concerning line items in the financial summary. One had to do with the dates of bookkeeping postings of rent payments around the end of each month. The Executive director explained that the rents were unusual as we had still been paying rent on the old location and the new one for part of the reporting period. She also made it clear why two rent payments can fall in the same month depending on what day of the week the due date falls on.

Another question related to the amount of paraphenalia we typically carry and whether it was moving sufficiently. The response was yes, the margins on paraphenalia had been quite good. A new paraphenalia vendor had been engaged allowing us to be more selective of items to purchase.

A third question sought clarification on the way the ATM re-embursemetns were posted. Those re-embursemetns were some times made two or even three days out because of the ATM company's processes ove their non-business days of the week.

Old Business - The Change of Ownership forms had finally been completed by the LCB confirming Tambra & Dave Kupetz as additional owners of the Marijuana Retail License. Congratulations and thank you!

New Business included the added item concerning changing the Personnel and/or Finance policies. The effort to reduce payroll had necessitated changes in the policies governing the daily accounting procedures as well as the number of people required to be in the store at any given time. The necessary changes to be made as needed was approved unanimously.

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

At 7:18pm Pres. Smith called for a twenty minute **Executive Session** to be convened to discuss real property and personnel issues.

At 7:38pm the executive session had to be extended for another twenty minutes.

At 7:58pm the executive session was concluded with no decisions having been made.

The director then reported that the new signage required to be less like the Washington Parks & Recreation logo had been designed and approved by both the City of Stevenson and the LCB and would be installed as soon as practical.

Next meeting date was set for 8/21/2019 @ 6:30pm

Closing Public Comment was not made.

Closing Board Comments were likewise not offered

Adjournment was at 8:04pm