



Downtown Bend Business Association Board of  
Directors Meeting Agenda  
DBBA Office, 916 Wall Street, 2<sup>nd</sup> Floor  
Wednesday, Feb 12<sup>th</sup>, 2020 - 8:00-9:45 am

Downtown Bend  
Business Association  
Post Office Box 731  
Bend, Oregon 97709 (541)  
788-3628  
DowntownBend.org

SAMUEL JOHNSON  
Oxford Hotel  
Board President  
ED DEENIHAN  
Bend Brewing  
Company  
Vice  
President  
TODD LOOBY  
Bend Film Director  
Treasurer  
JULI HAMMOND  
Joolz  
Secretary  
RAY SOLLEY  
Tower Theatre  
Director  
RYAN SMITH  
Goody's Chocolates  
Director  
RICK WRIGHT  
916 NW Wall  
Owner  
Director  
LAUREN KELLING  
Oregon Body & Bath  
Director

**Ex-Officios**

CHRIS PIPER  
Bend City  
Councilor  
BEN HEMSON  
City of Bend

**Staff**

MINDY AISLING  
Executive Director  
BARBARA SIMMES  
Administrative Director  
RYAN CURRENCE  
Operations Manager

**Sam, Todd, Juli, Ryan, Rick, Lauren, Chris, Ben, Mindy, and Barbara in attendance. Ray in attendance via phone. Ed absent.**

1. Administration & Updates 8- 8:45
  - a. Approve minutes from last meeting (Sam) – **approved.**
  - b. Board Member Updates and Comments (All) – **Lauren mentioned how great the merchant meeting with LIOE was last week and shared that she felt that this topic was moving forward positively.**
  - c. Treasurer Report & vote on new budget (Todd) – **Todd went over the new budget purposed by Mindy. This new budget reflects discontinuing some event fundraisers, adding in the new kiosk sales, adjusted expenses based on the actual as of 1/30/2020, adding in a new part time position to start in April, adjusting Ryan's position and pay rate, adding in 10K in savings, and added in Jan's fee for consultant work.**
  - d. DBBA Board Secretary Position (Juli) – **Juli expressed that she could no longer hold the secretary position and do the meeting minutes. No one else on the board volunteered to take up this role. Mindy suggested that the board vote to have staff take this position and record the minutes (even though the bylaws require a board member to hold this position), and to further discuss this role with the consultant in the coming months.**
2. Updates 8:45- 9:15
  - a. Events in Downtown Bend – **Mindy reported the changes purposed by LIOE and the COB for the 2020 event season. One of the changes that she highlighted was that the COB was going to collect feedback about events that would be on-the-record, so that any future discussions would have that data available. Mindy shared that the next steps would be sharing the 2020 Event season changes via email, the newsletter and going door to door, both individually and with Melissa from LIOE.**
  - b. Parking Updates – **Mindy reported that new EV stations were going into the Newport lot, that the parking lot by Troy Field was being enhanced, and that the DPAC had set a date of March 2021 for Downtown to go to 100% paid parking.**
  - c. Merchant Meetings – N/A
  - d. New Work Order System (\*note change of roles) – **Mindy shared that Ryan's contract was renegotiated based on his skill set. She shared that about 50% of the duties outlined in his job contract were not being completed, so**

they redesigned his role in the organization to better suite his skill set and the organizations needs. Mindy reported that the operations management changed to a work order system, and that this was a positive change because not only were triple the amount of tasks being completed since the movement to this system, but it also set up the organization to grow and scale up as they expanded. Ryan will now be an hourly employee and completed tasks as work orders are assigned. Mindy will take over Operations Management until we are able to assess the DBBA needs and possibly hire a new person to take this role.

- e. Debit card for Nate (\*note, primary driver) – The board voted to not get any new debit cards, but to move to credit cards for employees. Barbara agreed that she would look into this option. Providing that the DBBA can quickly get a credit card set up, all current employees, including Nate, will be issued a company credit card providing they sign the credit card agreement.
- f. Insurance for Kiosks – Barbara shared that she is researching insurance for our kiosk, but she had some questions for the COB about who owned the bases. Ben reported that he and Mindy were working on a contract, and that he would be able to provide that to Barbara shortly.
- g. Farmers Market – Mindy reported that she received a request from a DBBA stakeholder for the board to consider spending staff time to try move the Farmer’s Market from Brooks Alley/Downtown Bend. The consensus from the DBBA Board of Directors was that we, as an organization, saw value in the Farmers Market and wanted it to remain in Downtown. The board did discuss, however, ways that the DBBA and Farmers Market Manager could work together to have greater integration between vendors and merchants. Mindy reported that she had already met with the Farmers Market manager and board president to begin this process and agreed to further cultivate that relationship.

3. Nonprofit Consultant (Strategic Planning, Future Vision) 9:15 – 9:35

- a. Review Proposal – Board review proposal and Todd and Rick shared their experience working with Jan. The Board agreed that it was a good next step for the organization and they were willing to put in the extra time to be a part of this process.
- b. Form Committee – Lauren, Sam and Rick expressed interest in being on the committee, but desired a list of dates to assure that there were no conflicts.
- c. Timeline - Reviewed

4. Friends of DT 9:35 -9:41

- a. Leadership Bend Update/Coupon Books – Mindy shared the ‘coupon book’ idea that the Leadership Bend team was working on. The board felt that this was too much to add to the organization at this point. Three board members felt like a coupon book was an outdated sales model. The board voted to focus on kiosk sales, and to put this idea to the side for now.

5. Public Comments

9:41 to 9:45

6. Adjourn – Next meeting will be on March 11,2020

DRAFT