



Downtown Bend Business Association Board of Directors Meeting Agenda  
Join Meeting Here: <https://zoom.us/j/957627721>  
Wednesday, April 8th 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

- 1. Administration & Updates** **8:00- 8:30**
  - a. Approve minutes from last meeting (Sam) – *Approving minutes was forgotten with the new Zoom format, we will approve these in the May meeting.*
  - b. Board Member Updates and Comments (All)
    - COVID19 Personal/Business Check-in. *Businesses owners reported on how they were handling the pandemic, the loans they were applying for and what their future plans were.*
  
- 2. Responding to COVID19** **8:30 – 9:30**
  - a. Recap of current response (Mindy) – *Mindy shared that the DBBA had cut all non-essential staff, had canceled programs that could not be done while observing social distancing, and had transferred efforts to rest more on online marketing & communication during the closure time.*
  - b. DBBA Current FY Budget – *Mindy and Barbara reported on the current fiscal year budget, reporting that with cuts we expect to still in the year with a surplus to be used to contribute to the next few years where we might see a decrease in collection.*
  - c. DBBA 20/21 FY Budget
    - Collection Assumption
    - Square Footage
    - Flower Baskets
    - Oktoberfest
    - Banner Program

*Mindy presented 7 different budgets ranging from zero income (the organization surviving off savings to full collection, and scoped out what each situation would look like in regards to programs. Mindy recommend reducing the EID rate for the 2020/2021 year, or creating a rebate program for building owners who had tenants who were unable to afford rent during this crisis. The board voted against this recommendation, and decided to ask for a full collection at \$0.25 per square foot, but to allow building owners to defer their payments for 90 days.*
  - d. Kiosk Program – *Mindy suggested allowed all advertising participants to keep their ads for an additional 6 months free of charge and to delay billing until September. The board agreed this was a good idea.*
  - e. Loans & Grants for the DBBA – *Barbara reported that the DBBA was not eligible for the PPP plan, but that we were planning to apply for the EDIL loan.*

- f. Most important service NOW – *The board discussed the most important services that the DBBA could offer their business and building owners during this time, and it was decided that communication and marketing were the two most important services to focus on.*

**3. Board Member Recruitment**

**9:30 – 9:41**

- a. Usually new board member applications are submitted between 4/8 and 5/3, ballots are distributed on 5/6, ballots are due 5/31, new members are announced 6/7, term begins 7/1)
- b. Members coming to term are: Ray, Ryan, Rick and Lauren – *all members agreed to stay on for 90 days, and the board voted to delay the recruitment of new board members until Aug. Mindy was tasked with updating the website and beginning to collect applications.*

**4. Public Comments**

**9:41 to 9:45**

5. Adjourn – Next meeting will be on May 13<sup>th</sup>, 2020