



Downtown Bend Business Association Board of
Directors Meeting Agenda

Zoom:

Wednesday, June 10, 2020 8am – 9:45am

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 HAMDAM
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-Officiis

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

1. Update to zoom meeting protocol (Mindy) – *Mindy let everyone know that she would be recording the meeting, she also said that she wanted to call on each person when making a decision so that everyone's opinion was heard, which was difficult via Zoom (note: this did not happen)*
2. Approve minutes from last meeting (Sam) – *Minutes were unanimously approved.*
3. Board Member Updates and Comments (All) – *N/A*
4. Treasurer Report (Todd) – *Todd reported that we were still looking good and would end the year with significant savings from making COVID cuts.*

2. Summer Beautification

8:30-8:45

1. Would we like to further discuss spending resources on additional beautification for this summer?
 - a. Vote on further discussion – (Sam – Ed- Todd- Juli – Ray – Ryan- Rick – Lauren) – *2 directors voted to continue the conversation.*
2. If vote is yes for further discussion, staff needs a clear direction (vote) to create actions steps. Here are some things to consider/questions to answer for any proposed idea:
 - a. How much money are we willing to go further into a negative balance (the budget is currently at - \$38,968.00). (Sam – Ed- Todd- Juli – Ray – Ryan- Rick – Lauren)
 - b. Does this amount include just hard cost or all association labor for the proposed project?
 - c. If the proposal includes fundraising, what duration of time do we need to fundraise (given that we have 11 more weeks of summer). Will staff fundraise or will the board fundraise? If staff is going to fundraise, what would you like to remove from staff duties, or would you like to hire to an additional person to help fundraise?
 - d. Remember that anything we do has to be done uniformly throughout the EID, so if we install something on Wall, it also must be installed on Lava, Franklin, Harriman, etc.
 - e. Are we are installing something that could come down (like lights across the street), does our insurance cover this?

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f. Projects suggested:

g. Open ended questions to staff about proposed projects:

Here is what came out of this conversation: The DBBA would establish committees, and a board member would chair each committee and fill it with other stakeholders (non-board-members). Committees discussed were beautification, events, fundraising, & livability. The board agreed that the first committee to be established would be the Beautification committee, and Juli agreed to be the chair. The board discussed why committees didn't work in the past, and they agreed that in order for committees to succeed this time around, that they needed to be run appropriately. Here is what board and staff came up with:

- *Committees need to be run by a board member, not the ED*
- *Committees need to have non-board members on them*
- *Committee Chair needs to create an agenda before the meeting & go over that agenda with the ED prior to the meeting*
- *Committee Chair would take minutes and review the minutes with the ED before action steps were taken.*
- *All agendas and minutes would be posted to the downtown website and provided to the board*
- *The Committee Chair would report back to the board at the board meeting.*

Mindy voiced concerns, asking how a board member would be able to do all these things (agendas, minutes, etc.) when the board was unable to even fill the secretary position on the board roster.

3. Items to Vote on

8:45 – 9:10

1. 2020/2021 Budget

At the last board meeting we agreed to answer all questions at a special budget meeting, but after having only 2 questions via the board email forum, we decided it was not needed. However, some last-minute questions came up, so I listed them here for a quick discussion

- a. Visit Bend's next fiscal year budget (Sam)
- b. City of bend's next fiscal year budget (Ben)
- c. DBBA Staff proposed budget assumptions (Mindy/Barbara)
- d. What percentage of collection would you like to assume collection at for our next fiscal year budget? (Sam – Ed- Todd- Juli – Ray – Ryan- Rick – Lauren)
- e. Any other changes or questions?

f. Vote on FY budget for 2020/2021

The board agreed to pass the budget as presented, at 75% collection.

4. Subcommittees

9:10-9:30

Before establishing subcommittees, we need to fill our board roster.

1. Who would like to take the secretary position?
2. Would we like to establish subcommittees again?
3. If so, what subcommittee's do we need?
4. Who will chair each subcommittee?

Juli agreed to chair the first committee (Beautification) and the board voted to leave the secretary position vacant. Juli said that she would like to discuss flower baskets at the first meeting. Staff agreed to prepare a one-sheet of questions and information for her to work from.

5. Downtown Updates

(if time allows)

- a. Expanding Outdoor Capacity (Ben)
- b. New Board Member Recruitment Update (Mindy)
- c. Possible new \$4,000 donation/sponsorship (Mindy)
- d. New 2020 Fundraiser Ideas (Mindy)
- e. Successful Marketing Grant Application (Barbara, Mindy)
- f. City Coordination: street sweeping, grease containers, etc. (Ryan)

Ryan updated the board on how he has been collaborating with the City and Sam requested that the board discussing adding an ex-officio at the next meeting.

6. Public Comments

9:40 to 9:45

Adjourn – Next meeting will be on July 8th, 2020 – We'll hold in-person with a Zoom component for those who want to attend online.