



DBBA Board of Directors Meeting Agenda

Attend: <https://us02web.zoom.us/j/85928467411>

Wednesday, July 20, 2022 at Oxford Hotel

DBBA Board of Directors

CHRIS PIPER
Community Member
President

SARAH WORLEY
Good Drop Wine Shoppe
Vice President

JOEL GISLER
Building Owner
Treasurer

CHRISTINE DAVIS
Revolv'r Menswear &
Evrgreen Clothing
Secretary

CALISTA BOLLIER
Community Member
Director

LYNNE MILDENSTEIN
Community Member
Director

ANGELA SALIDO
Outside In
Director

JOANNE SUNNARBORG
Desperado Boutique
Director

Ex-Officios

ANTHONY BROADMAN
Bend City Councilor

BEN HEMSON
City of Bend

RICCARDO WAITES
COBLA

Present: Chris Piper, Sarah Worley, Joel Gisler, Christine Davis, Calista Bollier, Lynne Mildenstein, Angela Salido, Joanne Sunnarborg, Liz Roberts, Barbara Simms, Michaela (virtual), Ryan Currence, Anthony Broadman, Riccardo Waites, Ben Hemson,

Absent: Melanie Betti

Guests: Jon Davis

1) Administration 8:00- 9:08

- Introduce everyone in new board roles
- Approve minutes from last meeting
- Vote to Remove Board Member
 - **Section 5.8 Removal of Directors: Any one or more of the Directors may be removed either with or without cause, at any time, by a vote of two-thirds of the members present at any special meeting called for that purpose.*
 - Chris Piper reading of Melanie Betti's email. Email drafted by Ed Deenihan, Chris Piper and Sarah Worley, sent by Chris Piper to Melanie Betti. Chris provided explanation of Robert's Rule to the board. Provided specific instances and experiences which have resulted in the discussion to remove Melanie Betti. Sarah Worley reached out with several methods of communication to connect with Melanie Betti regarding her resignation with no response. Chris Piper opened up for discussion.

- Angela Salido, Joanne, Anthony Broadman, Ben, Barbara Simms, Ryan, Liz, Christine, Lynne, Michaela, Riccardo expressed frustration and that her actions are limiting progress forward.
 - Joel expressed appreciation for Melanie and did not feel removal is appropriate since she was elected by the public.
 - Sarah Worley shared upon her return from vacation she had multiple emails from concerned DBBA board members on Melanie's actions. Sarah spoke with the concerned members, Ed, and Chris and then reached out to Melanie 4 different ways but received no response. Felt it was unprofessional to not even respond. It has been over a month of discussion around coming to a resolution. We are all here for a common goal of the betterment of the downtown core.
- Voting to remove
 - Chris Piper made a motion to have a vote to act on section 5.8. Sarah Worley. Lynne 2nd. Christine, Joanne, Angela, Chris, Sarah, Joanne voted Yes. Option B. To have a discussion and attempt to reach out to Melanie further. No one in favor to have discussion and reach out.
 - Chris Piper voted to move forward with removal. Sarah 2nd based upon her actions and lack of response to the board. Christine, Joanne, Angela, Chris, Sarah, Joanne voted Yes. Joel opposed.
 - Melanie has been removed from the Downtown Bend Business Association Board of Directors.
 - Next steps are to appoint a new board member and open the vacancy.
 - Riccardo would like to be included on the monthly DBBA invite.
- Financial update (Joel)
 - Joel does not have dropbox and wasn't able to access bank statements. \$255,649 total combined checking/saving as of 6/30/22.
 - Joel asked about accounts receivable. Barbara stated AR is 2018 old past due, need to be removed but would require a CPA and didn't have the funds for it.
 - Question from Joel: Budget Income vs Actual Income. Barbara requested meeting with Joel to go over financials prior to DBBA meetings. Sarah Worley volunteered to join in on the meeting.
 - Fiscal Year end recap provided by Barbara. Finished fiscal year ahead of budget. Most came from pre-sale of banner program. Expenses came in under budget due to lower admin and office expenses.
 - After PPP of 27,000 net gain of \$30,225. As of 7/1 \$255,639, net cash at end of fiscal year of \$202,000. Chris Piper asked where flower basket revenue is classified, Barbara replied other sponsorships.

- Chris Piper made motion to approve treasury report. All approved.
- New District Assignments:
 - Joel D1, Chris D2, Callie D3, Sarah 4, Joanne 5 & 9, Christine 6, Lynne 7, Angela 8

2.) Update on ED Search 9:08 – 9:10

- Chris provided update on reaching back out to 2nd candidate for executive director, Shannon. Ed, Sarah, Chris, Liz and Shannon are having 2nd interview 7/20/22 at 2pm.
- Another candidate came in, Jefferey from South Carolina and Chris will provide update as search progresses.

3.) Flower Basket Campaign 9:10-9:23

- Funds have come in from Roam and Oxford so there are no outstanding receivables.
- Taking banner down on website.
- Idea brought by Sarah of signage downtown to encourage people to contribute.
- Christine proposed automated irrigation. Anthony said when the City does a downtown revamp they will include automated irrigation.
- Water comes from downtown businesses private water supply. Chris requested estimate of water usage from Ryan. 260 gallons a day. Ryan, Chris and Anthony will connect on water usage.
- Christine proposed having a plaque with the business sponsor name for next year.
- Angela proposed a QR code for next year. • Chris asked board to make it a priority topic when reaching out to assigned districts.
- Keep fundraising going until end of August.
- Christine will follow up with Domaine Serene and send a list of people she has personally reached out to the board.

5.) Bend Oktoberfest 2022 9:24-9:35

- Reading of email by Chris Piper on feedback email from Aaron at lay it out events. Chris Piper will provide a copy to the board.
- Michaela explained the partnership with Lay it out events is to make it a focus to benefit downtown Bend businesses in addition to providing a community event.
- Jon expressed Revolv'r Evrgreen not being negatively impacted by events and road closures and does not need fashion show.
- Angela expressed not wanting to offer discounts and wanted to partner more in a way of giving out a beer token with purchase.
- Date of event is October 1st.

6.) Events 9:35 – 9:41

- Halloween date TBD – proposed on Halloween day

- Nov 17th Ladies night
- Nov. 26th Small Business Saturday
- Dec. 2nd Christmas tree lighting
- Dec. 9th Ugly sweater pub crawl
- Chris asked for participation in sub committees. Barbara asked the question of why we need a committee for an existing event. Chris explained having both parties represented.

7.) State of Affairs: Bend Sustainability Fund 9:41-10:00

- Ben handed off to Ed on behalf of City. Ben Sustainability Fund gave brief overview of total funds. Last year we did not apply. Requirements are a little narrow. Proposed to replace all existing 12 (2 more that were removed and vandalized) downtown benches with a custom powder coated steel bench with downtown bend logo. Has met with a local fabricator. Ed stated it meets the requirements and unifies downtown Bend which directly relates to mission. Reasonably simple project to start with. City would receive the benches and facilitate installation. Application is due 7/31/22. Estimating each bench will be \$3000, adding in some additional expenses for services. Asking for around \$100,000. Most funds awarded last year went to hiking/biking trails.

• Questions

- Chris Piper – Who is responsible for maintenance of benches and who owns them? Ben -- Benches are currently unowned. DBBA would own these and become an asset of the DBBA.
- Chris Piper – Could these be used as a revenue stream after installation? Ben – yes.
- Barbara – What would the impact be on the staff? For example, who’s hiring the subcontractor and who’s paying them? Ben – the DBBA.
- Barbara is concerned with making sure we hire a licensed contractor and liability is factored in. Ben – DBBA is a pass through entity. We are already facilitating installation through banners, kiosks, and would operate the same.
- Ben -- Awards are made end of August and you have 12 months to spend. Chris validated need to ensure that expenses are 100% covered by the grant and we don’t end up in the hole.

9.) Downtown ‘Pulse’ Report 10:00-10:05

- Joanne frustrated with constant feedback from business owners on parking. Asked for guidance on how to better respond to those frustrations. Chris suggested circling back to this after meeting with Toby. Ben—Toby was slated to speak today but we fell behind schedule.
- Sarah – there are processes, fees and insurance that have to happen for a business to have a parklet. Joel – what is the monthly cost of a parklet spot. Sarah - \$60 per spot per month. Chris advised any additional parking questions go to Sarah

10.) Friends of Downtown Bend 10:06-10:07

No comments

11.) Public Comments