

Draft 8/26/15

Approved

7/22/15

RECORD OF PROCEEDINGS

REGULAR MEETING OF THE BOARD OF DIRECTORS OF OLDE TOWN ARVADA BUSINESS IMPROVEMENT DISTRICT

HELD: Wednesday, August 26 that 2:03 p.m. held at the HOTA office.

ATTENDANCE:

A regular meeting of the Board of Directors of Olde Town Arvada Business Improvement District, Jefferson County, Colorado, was called and held as shown above and in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:

Karen Miller, President
Lori Drienka, Secretary
Marty Hester, Treasurer
Angie Cook, Asst. Secretary
Laura Toby
Scott Spears

Also present were Jane Schnabel and Lorie Gillis with the City of Arvada, and Katherine Correll with DCI.

CALL TO ORDER:

Director Karen Miller called the meeting to order and noted that a quorum was present for the purpose of conducting a regular meeting of the Board of Directors of Olde Town Arvada Business Improvement District.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST:

APPROVAL OF THE AGENDA:

Upon motion duly made, seconded and upon vote unanimously carried, the Board approved the Agenda for the meeting.

APPROVAL OF MINUTES:

The Board reviewed the **Minutes** of the meeting held on **July 22**. Corrections were made. Following discussion and upon motion duly made, seconded and upon vote unanimously carried, the Board **approved the Minutes** as presented and authorized Director Drienka as Secretary of the Board to execute the Minutes as constituting a true and correct record of the proceedings of the meeting.

Minutes approved.

Treasurers Report: Marty announced that we have received \$110,035.98 so far for the BID. Marty questioned a sequence of checks that was not consistent and Karen explained it had to do with checks given to the shuttle drivers. Matching funds from the City have been paid up to third quarter.

President's Report: Karen posted shuttle job again. Wants to cover Friday and Saturday morning shifts. Hopes to find someone soon.
Karen gave a report on Harvest Festival and told us that the best way to approach Olde Town is from the south. No booths on 57th. Karen is working on having the entire Vance lot for merchants and they can be shuttled up.

NEW BUSINESS:

Approve Savings Account

Karen requested that we open a savings account. Marty was asked to do that and put \$75,000 into it. Moved, seconded and approved.

Approval of Contract with Katherine Correll

Karen had already talked to everyone individually about the new contract which says Katherine will contract with us directly. Lorie clarified that it was less binding and more particulars. Motion made, seconded, approved.

Administrative/Event Support Needed Now

Karen informed us that we are in need of having someone temporary to take care of administrative chores. Discussion was had around how to move forward with getting help and what type of help we need. Katherine suggested that we create a job description for administrative and for events separately. Scott, Lori, Laura and Marty will serve as the hiring committee.

RFPs For Branding

Katherine sent a packet regarding branding and explained a bit about what this is. It involves three meetings to get input and it was decided that we should also use a survey for business owners. Katherine discussed how we can promote the branding through the businesses, the marketing resources we already have in place, etc.

Katherine will attend the meeting with the City regarding Parking on September 10th at 4:00. She is working on a draft of Parking recommendations for the City and will get that submitted to us for review. Katherine will draft a survey that will be broad enough to include branding and parking questions.

2016 Projects and Draft Budget

Lorie informed us that we need to submit a budget draft to City Council by September 30th. Scheduled for the City Council meeting October 12th to meet with City Council. We need to have a public budget meeting before December 16th and then we can work from there. Laura offered to plug in numbers into her Quickbooks program to create a P & L and Balance Sheet. It was suggested that we send our 2015 Budget Sheet to Katherine so she can advise us on any changes/additions and it was agreed for us to do that. It was requested that each board member review what comes through email regarding the proposed budget and get back to Katherine with changes, etc. ASAP.

ADJOURNMENT:

There being no further business to come before the Board of Directors at this time, upon motion duly made, seconded and upon vote unanimously carried, the meeting was adjourned.

The foregoing Minutes constitute a true and correct copy of the Minutes of the meeting held on August 26, 2015, and was approved by the Board of Directors of the Olde Town Arvada Business Improvement District.

Lori Drienka, Secretary