

## **June 4, 2017 – Board Meeting**

Location: Rectangle Gallery

### **CDA Board Members in Attendance**

- President: Jan Rockwell-Nontell
- Member at Large: Tory Graf
- Member at Large: Kristi Vrooman
- Member at Large: Sara Potter
- Member at Large: Dawn Lawson
- Member at Large: Andy Skinner
- Member at Large: Jay Ryan
- Board Liaison: Max Vogt

### **CDA Members in Attendance**

- Maureen and Kevin Longley
- Susan Delaire
- Rebecca Staebler

### **Call to Order**

Meeting called to order at 6:01

### **President's Report**

Per the bylaws, Jan Nontell will assume the role of the President due to the position being vacated at the end of the last General Meeting.

### **Appointment of New Board Members**

As President, Jan has appointed the following members to fill the empty board positions: Jay Ryan, Dawn Lawson, Sara Potter, Andy Skinner.

The following new members were appointed to fill the open executive positions:

- Vice President: Andy Skinner
- Treasurer: Dawn Lawson
- Secretary: Sara Potter

The Treasurer, Vice President and President committed to meeting within the next month to review the current books and identify opportunities to standardize and create best practices for our accounting practices.

### **Reading and Approval of Meeting Minutes**

Minutes from the previous meeting were not available, so reading and approval was tabled.

### **Treasurer's Report**

N/A

### **Vice President's Report**

N/A

### **Organization Report**

N/A

### **Promotion Report**

Music in the Park: The CDA is sponsoring the first Music in the Park. Dmitri Matheny will be performing from 2-4PM. Dmitri sent a contract which the board reviewed. Andy moved to accept the contract with the following change: The contract will be signed by both the Promotions Chair and the President. Per the bylaws, the President must sign all contracts. Volunteers are needed to staff a refreshment booth.

Summerfest and the Fourth of July parade planning are in progress. Mandi McDougal is the lead for the CDA for parade planning. The CDA is looking for volunteers to help out with the parade logistics. All parade participants should be lined up by 2:30 in order to be included in the judging.

Additional website updates were completed to add a directory of restaurants and shops.

### **Design Report**

N/A

### **Merchant Ambassador's Report**

N/A

### **Old Businesses**

Our probation with the Washington Main Street Program has been extended to August 31<sup>st</sup> due to the fact that we are in the process of hiring an Executive Director.

Movies in the Park is on hold and will not be pursued this summer. An alternative idea has been proposed and will be discussed with other organizations. However the decision was made for the CDA to focus on ensuring that the currently planned events are fully supported before we take on new projects.

A draft of the work plan has been provided in print for board review. There will be a discussion of the updated work plan at the next meeting.

Antique Fest advertising has begun. Holly is looking for volunteers to paint a backdrop for the musicians.

### **New Businesses**

A draft of updated bylaws has been provided to the board and members for review. Key changes are enabling paid CDA members to have a vote at any items that are sent to the membership to vote. Currently, members are only allowed one vote per year. This will provide members with the ability to have a greater involvement in the direction of the CDA. Discussion and voting will commence at the next meeting. Email questions from a member were shared during the meeting for discussion and response.

A draft of the CDA business plan was provided for review. Board members are asked to review prior to the next meeting for discussion and a vote to approve. This plan is based on a business modeling activity that was completed during the first quarter of the year.

The President recommended that the CDA participate in board training in order to improve how we function as an organization. Kristi Vrooman moved to fund up to \$300 to pay for training. Tory Graf seconded. During discussion Andy Skinner asked if this training is on the current work plan. It is not but there are opportunities to recover funding from other areas of the budget. The board voted and the motion passed.

### **Good of the order**

Feedback on the meeting for the members was positive, e.g. “There have been a number of shakeups to the board over the last few years, but every time it gets better. This is the best CDA board meeting I have ever seen.”

Maureen Longley requested a list of all business addresses to validate against the list she is maintaining. Tory will provide.

Devaul Publishing is creating a Summerfest insert and there are opportunities for the CDA and downtown businesses to advertise.

### **Adjournment**

Andy Skinner made the motion to adjourn. Tory Graf seconded. The ayes are unanimous.