

Board of Directors Meeting Minutes for May 6, 2015

Wednesday, May 6, 2015
11:30 AM

Attendees: Sharon Lenz, Paul Cohen, Carrie Ann Schubert, Claudia McCarter, Linda LeClaire, Stewart Strauss, Evelyn Orr, Sue Anderson, Hailey Freeman, Jon-Michael Kowertz

Absent: Jed Tomkins, Bernie Kurtz, Amy Koski, Larry Cavasso, Cameron Irtifa

Guests: Chuck Wilson, Gina Wilson, Duane Wakefield, Nhedti Colquitt

Location: Lanphere Conference Room, 12505 SW Broadway St., Beaverton, OR 97005

The meeting was called to order at 11:40 a.m.

Review and Approve Minutes

Linda LeClaire moved for approval of the April meeting minutes. Carrie Ann Schubert seconded and the motion passed unanimously.

Budget Review and Discussion

Paul Cohen reported on the status of the budget. He said that Seed Fund Applications have been submitted to the city. The city is going to block grant the entire amount, rather than piece-meal it out in \$2,000 increments. By July 15, the BDA must account for how the monies were spent. Anyone spending money must give receipts to Larry Cavasso. Also he will need multiple quotes to include with the report to the city. There are now no employees in the Economic Development Division in the City of Beaverton. The BDA is fully funded through June 30th. A new budget will be in place beginning July 1st. At this time, there is no plan in place for how to access that 2016 budget. The BDA has about \$4,000 in its account outside of the city's funding.

Committee Reports

A. Promotion Committee

i. First Friday

Linda LeClaire reported on the Committee's activities. She noted that the May event was supposed to be a soft opening and there was a good turn-out. Between now and June 1 the Committee needs to get money requested from the Seed Fund Applications so shopping can be accomplished before the June 5th event.

- ii. Linda LeClaire distributed a list of activities for which the Promotion Committee needs assistance. After discussion, Carrie Ann Schubert agreed to take on responsibility for identifying street vendors as well as identifying photographers. Linda noted that students from Home Plate had agreed to help with the photography as well. Sue Anderson agreed to help with Seed Fund Applications. Numerous activities still need volunteers. Linda asked that anyone willing to help with the activities outlined on the list to let her know by close of business. She noted that a particular area of need was with the large banners.

Linda noted that the Police Department met with the committee to discuss street closures for First Friday events. She said that in July events may be held at the other end of Broadway to accommodate the Streetscape Project.

B. Design Committee

Claudia McCarter informed the group that dates for the Streetscape Project have changed. The project went out to bid on Friday, April 24. Bid process closes on May 12. The approval process occurs on June 2 and then work commences about 30-45 days later. Target date at this point is July 15. Paul Cohen reported that the money for the project is dedicated. The City has to approve the contractor. Depending on who the contractor is, the process could take more time. The overall time frame for completion of the project is two months. Since the Streetscape Project could potentially interfere with First Friday events, it was suggested that any event involving Broadway be focused on the east end of Broadway.

C. Economic Restructuring Committee

Tabled.

D. Organization Committee

i. On-line Auction

Evelyn Orr reported on the on-line auction. She said that the Chamber of Commerce holds two on-line auctions. This auction was the first spring auction for the Chamber and they made \$5,000. She distributed the original proposal for the combined BDA/Chamber on-line auction as well as items donated on behalf of the BDA with total monies received. Total collected for the BDA was \$976. From that amount 10% was deducted for the Bidding for Good software (\$98) and 20% for the Chamber (\$195). That nets the BDA \$683. The Bidding for Good software fee of \$245 was waived.

City Liaison/City Budget

See Budget Review and Discussion.

New Business

Gina Wilson reported on ideas for pavers associated with the Broadway Streetscape Project. She noted that there will be bricks in front of the Beaverton Sub Station as well as elsewhere on Broadway. Claudia informed the group that the Design Committee thought that decorative bricks with the names of founding fathers would be appropriate. Gina suggested bricks could also commemorate significant dates for Beaverton, e.g., the year Beaverton was incorporated. She further noted that the bricks could be suitable for rubbings. Paul Cohen said that the BDA controlled what goes on the bricks in keeping with the charter.

Duane Wakefield spoke to the group about the sound level of the bands playing on First Friday. He said the music was negatively impacting residents in the Rossi Building. He asked that amplifiers for the bands be pointed away from the building. He indicated that in the past he had called the non-emergency line for the Police Department to register a noise complaint. Linda LeClaire noted that in June there will be a 17 piece band playing big band music. She indicated that there should be no problem in facing some of the speakers toward Canyon Road.

Nhedti Colquitt introduced herself to the Board. She noted that her impetus in thinking of joining the group was to promote her business. She said that she had been in discussions with Paul Cohen and he said she might be a good fit for the Organization Committee. She indicated she would like to sit in on both Organization Committee and Promotion Committee meetings. Paul asked Stewart to meet with Nhedti concerning the Organization Committee. Linda LeClaire noted that the Promotion Committee meets every Wednesday at 2:00 p.m. at Pacific Continental Bank.

There was general discussion about the possibility of a paid Executive Director position. Paul said that

position would be separate from the Organization Committee. The BDA would need a grant to fund the Executive Director position.

The meeting adjourned at 12:35 p.m.