



TBID MEETING MINUTES

Wednesday, October 21, 2020 | 12 noon – 1:00pm

Zoom or Wilmont office, 124 S Main Street, Room 210

Present: Eric Sheckleton, Meghan Larson, Tawnya Greenfield, Kelly Baker, Robert Keeler, Joel Boren

Absent: Kathleen Kaul

Also present: Executive Director Kris King

Called to order at 12:05pm

No Public Comment

No Grants to Review

Discussion/Action Items

- A. Review/Modify/Approve Past Meeting Minutes –
No discussion.
Motion by Meghan / Second by Kelly /Unanimous
- B. Discuss/Approve/Deny Payments on Current Invoices -
Shared expenses with LBID should be billed quarterly, which we can plan on being approximately \$100. Portable landline is \$25/month. EIN cost is \$35. Logo creation \$300.
Eric: We should motion to approve payment of current invoices until we are working under an approved budget.
Motion by Robert / Second by Joel /Unanimous
- C. Review of Annual Budget Draft
Kris put together a very rough draft for next year's budget to discuss so that we can submit to the city for approval in November.

Kris wanted to go local for board insurance but have been unable to find a lower bid than what we currently carry.

There is currently a \$10,000 reserve in the budget. Board agrees to this.

Kris will make the following adjustments:
 - * Change wording of Bed Tax to TBID Assessment
 - * Increase gross revenue closer to \$80,000, making sure to remain conservative.
 - * Remove the more detailed line items under Advertising/Marketing and change the title to Outreach.

Board of Directors: Eric Sheckleton–President, Kathleen Kaul–Vice-President, Meghan Larson-Secretary, Members: Tawnya Greenfield, Joel Boren, Kelly Baker, Robert Keeler



*Increase grant fund amount

The board will vote on the revised draft at the November meeting.

D. Additional Discussion Items from Board Members

Kris brought up that we currently have a late fee noted on our TBID assessment submission form. She would like to remove mention of the fee. The board agrees to give everyone the benefit of the doubt and to remove mention of the fee. We can look at it again if delinquencies become an issue.

Do we want to offer a direct deposit to businesses to submit their assessment fees? The board agrees there is no harm in offering it as an option.

Update on Business Items of Interest

Executive Director Report
(see attached)

Kris is recommending that we switch our budget over to a fiscal year rather than a calendar year so that we have a more accurate picture of our finances. This will be added to the February agenda for discussion.

501(c)6 is the appropriate designation for the TBID. This will take some time to put together and make happen. There is currently a line item in the budget for this cost.

Board terms are to be a calendar year. Every new board member will have a 4-year term. Eric will need to be reapproved for his term in January 2021 which will become a 4-year term.

A. Additional New Business from Board Members

None

No Public Comment

Next Meeting Date November 18, 2020

Adjourned at 1:09 pm - Motion by Kelly / Second Robert / Unanimous

Minutes submitted by Meghan Larson

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