

RECORD OF PROCEEDINGS—FINAL

Approved 2/21/2019

MINUTES for EXECUTIVE BOARD MEETING OF THE BOARD OF DIRECTORS OF
THE HAVANA BUSINESS IMPROVEMENT DISTRICT

Held: Thursday, January 17, 2019, Executive Meeting following the Regular Meeting at Denny's Restaurant, 1505 S Havana St. Aurora CO 80012.

Attendance:

Board members present: Finn Ruehrdanz, Donovan Welsh, Garrett Walls via phone, Devon Horan, Shannon Jones, Yulissa Williams, Matt Rauzi & Gary Sliger Absent/Excused: Brenda Soper

Chance Horiuchi, ED, sat in on the meeting to share the overview of some key topics and left at 9:33 am

Call to Order: Call to order 9:05 a.m. by Garrett Walls

Quick intro of all Board members present at meeting, Garrett noted that Chance remained at Executive Board Meeting to share in some of the discussions

Garrett also shared that as a board we will not the Marketing Discussion and will table the discussion at this time

Chance explained the 2 record management companies contracts – Solany and Iron Mountain.

Garrett shared that Iron Mountain does have its benefits despite the cost difference, it does to encryption, login portal, but their scanning service is expensive, suggested maybe do a combo of both contracts, no decision needs to be made today, but we can explore more companies and services. We need to flush out the costs. No more questions for Chance.

As of now our documents are secured in the storage lockers in tubs.

Next topic discussed was the Key Bank fraud issue + BID banking

Chance gave an overview of the fraud issue on our BID Key Bank account on 12/10, board asked her questions regarding the provisional credit back, unnecessary Key Bank charges, Chance answered the board's questions. She also shared the difference between the \$10 ACH protection and \$45 monthly ACH protection fee proposed to the board by Key Bank due to the fraud incident. The ACH protection would allow for more monitoring. However the board and Chance discussed that this fee is not necessary due to the limited number of checks written, not many transactions, easy for Chance to check account daily, set up ACH monitoring that sends alerts via email when a transaction clears, Yuly noted that there have been lots of changes and closings for Key Bank customers, Shannon shared that she does not recommend adding the fee for protection on the account. It is an unnecessary fee.

Garrett asked Chance to share an overview of her workload and her Need/Want for a PT Person. The board asked Chance how she felt about Gayle Jetchick's recent email about going from FT to PT due to her husband's health. Chance shared an overview of the day to day operations and felt confident she has a handle on the operations while Gayle steps away. Regarding the need/want for a PT person, Chance shared she felt as though she does not need or want a PT person in the mean time and would request the board to help with some of the decision making. Example: She does not need another PT

person, but a board member's feedback on marketing opportunities, board engagement at upcoming events, or planning of the events.

No more questions for Chance regarding the Key Bank ACH debit protection. Chance left the board meeting at 9:33 am

Finn Ruehrdanz began the board minutes notes after Chance left the meeting.

Records Management Discussion

- talk with legal about what is required
- need more details before moving forward
- our goal is to protect our information

Banking Discussion

- Key Bank has been a nightmare
- Need to look at other options --- 1st Bank & Bank of the West (BOTW)
- Donovan vouches for BOTW
- Yuli shared benefits of BOTW
- Shannon with First Bank had to leave & no longer present at meeting
- Matt referenced that changing banks is a challenging transition/process of switching
- We have 2 direct deposits each year, one from county and one from city, minimal accounts payable, 5 per month
- conflict of interest would need to be disclosed but shouldn't be an issue

Board shared that they want to be better at disclosing any potential conflict of interest this next year

Board consensus was to move bank account

9:45 am - Board Motioned to vote on BID changing bank service from Key Bank to Bank of the West, 1st: Matt 2nd: Donovan, Yuly abstains

Marketing Discussion

- need to form a marketing committee
- more cohesive plan for marketing strategy
- operate similar to the budget process
- suggestion was the Fox Media could provide more consulting

- Finn, Donovan, Yuly, & Matt offered to help & will schedule a separate meeting for a marketing discussion

Staffing Discussion

-continue to support Chance

-additional marketing help is suggested instead of hiring a part time employee

-Gayle will be more or less ON CALL moving forward and a part time employee, we will need to update the insurance if Gayle is no longer a full-time employee

Miscellaneous Discussion

-Looking towards marketing sub-committee before next board meeting in February

-board get together (lunch or early dinner) some time in Q1, board decided on lunch gathering

-discussed Brenda Soper's situation, moving forward in board position.

Meeting adjourned at 10 am