

# HORIZON DRIVE BUSINESS IMPROVEMENT DISTRICT

## BOARD MEETING MINUTES

December 3, 2008 - 11:00 am  
HUB International

A meeting of the Board of Directors (the "**Board**") of Horizon Drive BID, was held on Wednesday, December 3, 2008 at the offices of HUB International.

### **Board Members Present**

Dale Reece - Eileen Blanchard - Pat Duncan - Clark Atkinson - Chuck Keller - Richard Tally

### **Also Present Were**

Diane Hatfield

### **Board Members Absent**

Merv Heinecke

### **Closed Session**

The Board discussed a number of topics. Questions were asked and answered.

### **Call to Order**

Dale R. Reece, President called the meeting to order at 11:30 am, and Diane Hatfield recorded the minutes. A quorum of board members was present, and the meeting, having been duly convened, was ready to proceed with business.

### **Legal Counsel**

Discussion was held regarding the legal counsel of Horizon Drive BID. The motion was made by Clark Atkinson, seconded by Eileen Blanchard, and unanimously passed that the services of Doug Briggs be terminated, and the services of Dave Young be acquired as legal counsel. Dale Reece is appointed to give written notice to Doug Briggs, requesting that all records associated with Horizon Drive BID be forwarded to Hoskin, Farina & Kampf. Eileen Blanchard is to inform Dave Young of the intent to hire him as legal counsel.

### **Meeting Recorder**

Consideration to seek the services of Diane Hatfield was discussed. The motion was made by Pat Duncan, seconded by Clark Atkinson, and unanimously passed to acquire the services of Diane Hatfield as a contract laborer. Her responsibilities are to post meeting times and dates, attend quarterly board meetings and workshops through the first quarter of 2009, as well as reporting the minutes of those meetings within a reasonable time.

### **Meeting Time**

The establishment of regular meeting dates, time and locations was discussed. The motion was made by Clark Atkinson, seconded by Richard Tally, and unanimously passed that "Official Board Meetings" are to be held on the 2<sup>nd</sup> Wednesday of each quarter (January, April, July & October) from 10:00 am – 12:00 noon at HUB International. Workshops will be held on the 2<sup>nd</sup> Wednesday of the months of February, March, May, June, August, September, November and December from 10:00 am – 12:00 noon, and will alternate between Crossroads Fitness and Shaw Construction, or a field trip site.

### **Board Members and Officers**

Two of the seven Horizon Drive BID board members have indicated that they will no longer be able to serve, and two replacement board members are being considered. The motion was made by Dale Reece, seconded by Chuck Atkinson, and unanimously passed to accept the written resignations of board members Merve Heinke and Pat Duncan. Communication will be initiated with Jan Rohr and Bill Milius as replacement board members. Officers for 2009 will be voted upon after replacement board members are in place.

### **Marketing**

The motion was made by Clark Atkinson, seconded by Eileen Blanchard, and unanimously passed that Horizon Drive BID will continue its marketing relationship with Cobb & Associates. Teri Cavenagh will be invited to the February workshop to discuss plans for 2009, with a budget to be approved at the April Board Meeting.

### **January's Agenda**

#### Interim Director – 1 hour

Discussion was held regarding the position of part time Interim Director. It was decided that all board members will submit 2-4 thoughts on job description requirements to Eileen Blanchard and Clark Atkinson. Items to be considered are salary, office space, and storage. Eileen and Clark will include these recommendations in a proposed job description for consideration at the January 14<sup>th</sup> meeting. This motion was made, seconded and unanimously passed.

#### Sub-Committees – 1 hour

Sub committees to the Horizon Drive BID were established earlier this year. It is desired that we start moving in the direction of getting those sub-committees up and going, with periodic updates made to the board.

### **Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 7:10 pm,

Respectfully submitted,

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Chuck Keller, Acting Recording Secretary