

Horizon Drive Business Improvement District
Board Workshop
October 1, 2009 – 11:30 am
Hospice Building - Spoons

Board Members in Attendance

Dale Reece – Eileen Blanchard – Clark Atkinson – Chuck Keller –
Richard Talley – Bill Milius – Jan Rohr

Also Present

Diane Hatfield

This workshop was dedicated to discussing the hiring of a person to further the mission of the Horizon Drive BID.

It is the general opinion of the Board that the Horizon Drive BID has made great progress in creating and developing the BID. However, in order to further the vision, the Board feels it is necessary to hire a representative who is able to devote more time to the Horizon Drive BID. Victoria Patsantaras has come to be the candidate that the board is focusing on.

Jan has spoken with Victoria, who remains extremely interested in any relationship that we could design. In hard economic times, Victoria's independent business has faltered and she has taken on a commitment as a paralegal. However, with adequate time, she can gracefully excuse herself from that.

It appears that Victoria is very efficient and professional, and knows her way around governmental offices. In addition, her paralegal status indicates she is capable of doing investigative work on legal issues. Concern was expressed that when Victoria's independent business picks back up, the Horizon Drive BID would possibly take a back seat to her other clientele. With this in mind, the opinion was expressed that the Board would be better served by an employee who is dedicated solely to the Horizon Drive BID.

Three topics of discussion were then focused on:

- 1) Defining the role, responsibilities, limits of authority, and reporting to the Board.
- 2) Title.
- 3) Compensation structure.

Role, responsibilities, limits of authority, and reporting to the Board

The representative will be required to:

- Perform certain tasks and projects set forth by the board. The board will continue to set the direction.
- Be flexible enough to evolve as the board itself is growing, learning and evolving as it goes.
- Commit to 10-20 hours per week. Additional hours will require approval of the board.
- Be accessible to the board. The board will decide projects for the representative, and the president will relay instructions to representative.
- Organize and maintain Horizon Drive BID files, making them available to the board members upon request.
- Attend city counsel meetings, and report back to the board.
- Attend board meetings.
- Research and write grants.
- Research "Art on the Corner" for Horizon Drive
- Communicate with the constituents
- Refrain from situations that would be considered "conflict of interest"

Title

- A tag to identify the person filling this position is being considered. Until that time, the word representative will be used.
- The lines of association between the Horizon Drive BID and this representative have not been clearly defined, except that the representative does not speak for the Horizon Drive BID.
- This is not a position of authority.

Compensation structure

- \$50 per hour
- Range of guaranteed 10 – 20 hours
- Anything over 20 hours must be approved by the board
- Horizon Drive BID will provide the representative with a telephone, business cards and letterhead.
- Professional services, overhead and profit are built into the compensation.
- The Horizon Drive BID will not become involved in any office rental agreement.
- There is a possibility of turning this position into a full time position at some point in the future.

60-90 Days

The following list of tasks and projects for the representative to undertake during their first 60-90 days was compiled. After 90 days, the board will review among themselves the representative's job performance, and re-evaluate our association with the representative

These can be performed without detailed discussion:

- Order business cards
- Purchase cell phone
- Pick up mail
- Post the meeting dates, times and places with city and on web-site
- Attend board meetings
- Review minutes of all past board meetings
- Get records in order
- Work with Diane
- Confirm address & phone number with all entities communicating with Horizon Drive BID
- Review master list of big projects
- Work with President to set board meeting agendas
 - Gather supportive documents
- Re-evaluate web-site
- Survey constituents
- Coordinate all forms and reports with CPA
- Chronological timeline – Where we've been, and where we're going

These can be performed after the board discusses in depth:

- Communicate with stakeholders
- Review and familiarize self with Statutory Tax Revenue Limitations –
 - Research if/how grants would affect this tax limitation
- Review booklet currently being prepared by attorneys
- Research expanding district boundaries

The Workshop was dismissed at 1:30 pm.

Respectfully submitted,



Dale R. Reece, President