



**DBA Meeting Agenda**  
**Tuesday, January 10, 2017**  
**Senate Building meeting space, 3<sup>rd</sup> floor**  
**8:30AM – 10:30AM**

The purpose for which this Association is formed is to promote, foster, and encourage downtown business and to act as an advocate on issues that affect downtown business.

**Call to Order**

**Approval of Minutes of Last Meeting**

**Public Participation on Non-Agenda Items**

**Today's Business:**

- Main Street Recap
- Map Sales
- New Board Member Introduction

**Old Business**

- Greg Capito letter [attached]
- Pull Tabs

**Reports:**

1. Treasurer's Report -- *every quarter*
  - Treasurer: Colleen Goldrich
    - Budget input document [attached]
  
2. Committee Reports:
  - Membership Committee—Chair: Nathaniel Dye  
*Meets every first Monday of the month at 10AM*
    - 2017 Membership: 83; 20 new businesses
    - 2017 Guidebook Listings sold: 36
  
  - Marketing Committee – Co-Chairs: Sydney Mitchell, Pat Race, Collette Costa  
*Meets last Wednesday of every month at 4:30PM at Senate Building, third floor*
    - Marketing Committee report by Pat Race
  
  - Infrastructure Committee – Chair: Reecia Wilson  
*When are the monthly meetings?*



- 2017 Goal

### 3. **Liaison Reports:**

- Assembly
- Juneau Economic Development Council

**Next regular board meeting** – *Tuesday, February 7*

**Meeting Adjournment**



**DBA Meeting Minutes  
Tuesday, December 6  
Senate Building meeting space, 3<sup>rd</sup> floor  
8:30AM – 10:30AM**

**Call to Order at 8:38AM**

**Attendees:** Jill Ramiel, Eric Forst, Mark Ridgeway, Midgi Moore, Nathaniel Dye, Sydney Mitchell, Colleen Goldrich

**Board member(s) not present:** Dana Gunderson

**Non-Board Attendees:** Pat Race, Jaysen Katasse, Leeann Thomas, Reecia Wilson, Maria Gladziszewski

**Approval of Minutes of Last Meeting** -- Eric Forst motions to approve the minutes of the last meeting. Mark Ridgeway seconds the motion. Minutes approved by unanimous consent.

**Public Participation on Non-Agenda Items – 10 Minutes**

- Pat Race came to the Board meeting to answer questions on the letter he wrote in November following the Main Street visit, and to talk about the future of the DBA. He expressed that he does not want the organization to be another Chamber of Commerce but wants it to represent downtown more holistically. He wants to say that we are a downtown organization instead of a downtown business organization. He wants to advocate for a downtown that can evolve.
  - In response: Sydney Mitchell brought up other aspects of the letter – like changing the name [and the tangibles]. She personally thinks that the name change is something to discuss and there needs to be thought into who is going to do the work.
  - In response: Eric Forst expressed concern because the Downtown Business Association was founded on business interests and he would be hesitant for it to change.
  - In response: Nathaniel Dye says that he feels DBA doesn't engage the membership enough. He doesn't feel like it's been at an adequate level.
  - In response: Mark Ridgeway suggests that the DBA Board find a middle ground. Perhaps, expand the associate level membership and engage the State. He suggests that the DBA can certainly improve its process for formulating positions and maybe do something in the bylaws to address that.
  - In response: Leeann Thomas mentioned that back when she was on the DBA Board, they addressed and talked about hot topics with membership [like the construction of the 16B dock] and the DBA Board should continue doing so, unless it causes a standstill. Then it's a detriment. She also mentioned that DBA is a downtown business group and it was made to help people work together in downtown.
- Sydney Mitchell mentioned that her problem with the DBA is that the Board is not elected.
  - In response: a couple Board members mentioned that the Board should explore revising the DBA Bylaws to allow for elected Board members.
  - Jill Ramiel said that maybe that can be a 2017 goal.



## President's Report

None.

## Today's Business:

- Gallery Walk Recap -- pros and cons. Overview of budget.
  - Colleen Goldrich: Lots of people came out
  - Sydney Mitchell: not a good business night but lots of people came out
  - **ACTION for next year: Jill Ramiel suggests we have a map of that highlights where things are happening.**
    - Sydney Mitchell said we can collaborate with the JAHC on the map
  - **ACTION for next year: change the name from Gallery Walk to Winter Walk**
  
- Extended Map Listing – positioning
  - Jill Ramiel asked Pat Race for talking points.
    - **Update:** Pat put together a paragraph and a new visual.
    - **Update:** Dana Herndon included Pat's description of extended listing in the DBA December newsletter.
  - **ACTION: identify the 'clusters' at the next marketing/membership meeting and then send out to membership what members are in each cluster.**
    - **ACTION: Dana to send Pat the membership list.**
      - **Update:** Dana H. sent Pat the current membership list.
      - **Update:** the membership/marketing committee outlined 'clusters' and Pat will work on grouping them.
  
- Signature DBA fundraiser ideas: Pushing to marketing committee
- Main Street recap – pending Kathy's report: Pushing to next agenda
- Homeless Issue:
  - It's a different group of people that are homeless in downtown.
  - Eric Forst suggests we talk to the City Attorney and talk to her about what needs to change.
    - In response: Maria G. said that this issue was raised and talked about extensively during the Assembly Retreat. She specifically mentioned Thane Campground.
  - **ACTION: Maria G. will talk to the City Attorney about how the DBA Board is concerned about the increased loitering and criminal activity**
    - **Update:** Eric Forst wrote a letter on behalf of the DBA about the increase in loitering and criminal activity in downtown. He also reached out to the City Attorney.

## Old Business

- Pull tabs: Contact with the Imperial
  - Eric Forst didn't talk to the Imperial but did talk to Lucky Lady and they can't have pull tabs because they have their box with CHARR.
  
- Marijuana businesses downtown
  - **Update:** Dana H. reached out to James Barrett and sent him a membership packet. They joined the DBA.



## Reports:

### 1. Treasurer's Report -- *every quarter*

- Treasurer: Colleen Goldrich
  - Next finance meeting scheduled for 12/29. See financials attached.

### 2. Committee Reports:

- Membership Committee—Chair: Nathaniel Dye

*Meets every first Monday of the month at 10AM*

- Membership currently at 79 businesses – up 12 businesses from last year
- Currently 30 extended map listings sold -- Need 25 more to break even.
- December newsletter in the works.
  - **Update:** December newsletter sent.

- Marketing Committee – Co-Chairs: Sydney Mitchell, Pat Race, Collette Costa  
*Meets last Wednesday of every month at 4:30PM at various locations*

- Marketing Committee report by Pat Race
  - Jill Ramiel wants to work more in 2017 on First Fridays. She wants it to be more consistent, or at least have coordinated hours
- Old Business: Cash mob idea – pick a date and support local businesses that have been burglarized, meet at Triangle after.

- Infrastructure Committee – Chair: Reecia Wilson  
*When are the monthly meetings?*

- 2017 Goal
  - “Will vet goals before she rolls out”
  - Parking issue is our biggest issue
    - a. Wants to explore getting Uber into town and wants to talk with people at the state level to see if that’s worth exploring. Do the due diligence and see if it’s possible. What sort of strategies they used.

### 3. Liaison Reports:

- Assembly
- Juneau Economic Development Council
  - Choose Juneau
  - Innovation Summit

**Next regular board meeting – Tuesday, January 3 at 8:30AM.**

**Meeting Adjournment at 10:03AM**

\*DBA

**PROPOSAL to CBJ:** Institute permanent, full time police foot patrols in downtown Juneau.

**PURPOSE:** 1. Protect life and property in downtown Juneau while providing a visible deterrent to chronic nuisance and criminal activities;

2. Provide effective community policing by developing a working relationship with downtown business owners.

**GEOGRAPHY:** The compact layout of downtown Juneau lends itself to foot patrols including:

- South Franklin Street to the Bergman Hotel;
- City docks, Merchants Wharf, Public Library;
- Assembly Building/Shattuck Way;
- Bus Depot/Parking Garage;
- Foodland/JRC complex;
- Front and Seward Streets;
- Sealaska Plaza

**GUIDELINES:**

- Operate 24/7 on a permanent basis four seasons of the year;
- Schedule at least 3 foot patrols per shift budgeting about 90 minutes per beat;
- Target key times such as 5-7 am when workers leave parking areas for places of employment;
- Focus on key locations such as liquor stores, parking garages, bars, coffee shops;
- Patrolling into and around businesses is essential.
- Monthly briefing to the Assembly by Police Chief on progress and problems.

**RESOURCES:**

The CBJ Assembly should make permanent foot patrols in downtown Juneau a budget priority so that the police department has the resources necessary to implement an effective strategy of curtailing illegal activities and protecting life and property. If recruiting additional officers is difficult, money should be made available as recruitment/relocation bonuses to attract qualified police to the Capitol City.

Greg Capito

586-6075

Reference: Community Policing Dispatch, Issue 2, February, 2009.

**Downtown Business Association**  
**Balance Sheet**  
As of December 31, 2016

With 90+ Day  
Accts Recv  
Adj

	Dec 31, 16	Sep 30, 16	\$ Change	Dec 31, 15	\$ Change	Dec 31, 16
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
Checking - General	29,282.99	38,780.80	(9,497.81)	17,028.94	12,254.05	29,282.99
Checking - Pull Tab/Gaming	5,974.52	5,149.87	824.65	7,762.24	(1,787.72)	5,974.52
Paypal Account	1,917.85	0.00	1,917.85	2,860.34	(942.49)	1,917.85
<b>Total Checking/Savings</b>	<b>37,175.36</b>	<b>43,930.67</b>	<b>(6,755.31)</b>	<b>27,651.52</b>	<b>9,523.84</b>	<b>37,175.36</b>
<b>Accounts Receivable</b>						
Accounts Receivable	8,631.44	24,468.25	(15,836.81)	775.00	7,856.44	872.90
<b>Total Accounts Receivable</b>	<b>8,631.44</b>	<b>24,468.25</b>	<b>(15,836.81)</b>	<b>775.00</b>	<b>7,856.44</b>	<b>872.90</b>
<b>Other Current Assets</b>						
JEDC Clearing (Bankcard trans)	89.99	0.00	89.99	0.00	89.99	89.99
Undeposited Funds	250.00	0.00	250.00	0.00	250.00	250.00
<b>Total Other Current Assets</b>	<b>339.99</b>	<b>0.00</b>	<b>339.99</b>	<b>0.00</b>	<b>339.99</b>	<b>339.99</b>
<b>Total Current Assets</b>	<b>46,146.79</b>	<b>68,398.92</b>	<b>(22,252.13)</b>	<b>28,426.52</b>	<b>17,720.27</b>	<b>38,388.25</b>
<b>TOTAL ASSETS</b>	<b>46,146.79</b>	<b>68,398.92</b>	<b>(22,252.13)</b>	<b>28,426.52</b>	<b>17,720.27</b>	<b>38,388.25</b>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
<b>Current Liabilities</b>						
<b>Accounts Payable</b>						
Accounts Payable	9,863.06	18,267.49	(8,404.43)	2,132.10	7,730.96	9,863.06
<b>Total Accounts Payable</b>	<b>9,863.06</b>	<b>18,267.49</b>	<b>(8,404.43)</b>	<b>2,132.10</b>	<b>7,730.96</b>	<b>9,863.06</b>
<b>Other Current Liabilities</b>						
Sales Tax Payable	0.00	1,289.40	(1,289.40)	0.00	0.00	0.00
<b>Total Other Current Liabilities</b>	<b>0.00</b>	<b>1,289.40</b>	<b>(1,289.40)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Current Liabilities</b>	<b>9,863.06</b>	<b>19,556.89</b>	<b>(9,693.83)</b>	<b>2,132.10</b>	<b>7,730.96</b>	<b>9,863.06</b>
<b>Total Liabilities</b>	<b>9,863.06</b>	<b>19,556.89</b>	<b>(9,693.83)</b>	<b>2,132.10</b>	<b>7,730.96</b>	<b>9,863.06</b>
<b>Equity</b>						
Opening Bal Equity	(28.00)	(28.00)	0.00	(28.00)	0.00	(28.00)
Retained Earnings	26,322.42	26,322.42	0.00	31,663.28	(5,340.86)	26,322.42
Net Income	9,989.31	22,547.61	(12,558.30)	(5,340.86)	15,330.17	2,230.77
<b>Total Equity</b>	<b>36,283.73</b>	<b>48,842.03</b>	<b>(12,558.30)</b>	<b>26,294.42</b>	<b>9,989.31</b>	<b>28,525.19</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>46,146.79</b>	<b>68,398.92</b>	<b>(22,252.13)</b>	<b>28,426.52</b>	<b>17,720.27</b>	<b>38,388.25</b>
					<b>Difference</b>	<b>(7,758.54)</b>

## Downtown Business Association Profit & Loss Budget Performance October through December 2016

With 90+ Day  
Accts Recv  
Adj

	Oct - Dec 16	Budget	\$ Over Budget	% of Budget	Jan - Dec 16	YTD Budget	\$ Over Budget	% of Budget	Annual Budget	Jan - Dec 16
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
<b>Grants - CBJ</b>										
Security Ambassador	0.00	0.00	0.00	0.0%	54,202.74	56,700.00	(2,497.26)	95.6%	56,700.00	54,202.74
<b>Total Grants - CBJ</b>	0.00	0.00	0.00	0.0%	54,202.74	56,700.00	(2,497.26)	95.6%	56,700.00	54,202.74
Member Dues	1,900.00	0.00	1,900.00	100.0%	39,875.00	36,000.00	3,875.00	110.76%	36,000.00	35,675.00
<b>Program Revenue</b>										
Map Ad Sales	1,017.00	8,000.00	(6,983.00)	12.71%	29,152.00	29,000.00	152.00	100.52%	29,000.00	25,593.46
Pull Tab Income	1,799.00	1,799.00	0.00	100.0%	5,397.00	5,397.00	0.00	100.0%	5,397.00	5,397.00
<b>Total Program Revenue</b>	2,816.00	9,799.00	(6,983.00)	28.74%	34,549.00	34,397.00	152.00	100.44%	34,397.00	30,990.46
<b>Total Income</b>	4,716.00	9,799.00	(5,083.00)	48.13%	128,626.74	127,097.00	1,529.74	101.2%	127,097.00	120,868.20
<b>Gross Profit</b>	4,716.00	9,799.00	(5,083.00)	48.13%	128,626.74	127,097.00	1,529.74	101.2%	127,097.00	120,868.20
<b>Expense</b>										
Accounting & Tax Prep	0.00	0.00	0.00	0.0%	300.00	400.00	(100.00)	75.0%	400.00	300.00
<b>Advertising &amp; Promotion</b>										
Event Promotion	1,001.26	2,000.01	(998.75)	50.06%	2,103.76	8,000.00	(5,896.24)	26.3%	8,000.00	2,103.76
Map Graphics & Printing	0.00	0.00	0.00	0.0%	12,088.40	13,000.00	(911.60)	92.99%	13,000.00	12,088.40
Media (DBA general, not event)	250.00	0.00	250.00	100.0%	750.00	500.00	250.00	150.0%	500.00	750.00
Website	1,236.99	2,250.00	(1,013.01)	54.98%	3,932.52	9,000.00	(5,067.48)	43.7%	9,000.00	3,932.52
<b>Total Advertising &amp; Promotion</b>	2,488.25	4,250.01	(1,761.76)	58.55%	18,874.68	30,500.00	(11,625.32)	61.88%	30,500.00	18,874.68
Bank/Online Service Charges	89.67	0.00	89.67	100.0%	910.33	1,644.00	(733.67)	55.37%	1,644.00	910.33
<b>Contractual &amp; Consulting</b>										
JEDC Contract	12,530.75	9,520.20	3,010.55	131.62%	47,046.03	35,712.38	11,333.65	131.74%	35,712.38	47,046.03
Security Ambassador	0.00	0.00	0.00	0.0%	43,467.48	47,961.00	(4,493.52)	90.63%	47,961.00	43,467.48
<b>Total Contractual &amp; Consulting</b>	12,530.75	9,520.20	3,010.55	131.62%	90,513.51	83,673.38	6,840.13	108.18%	83,673.38	90,513.51
Contributions & Sponsorships	0.00				1,750.00				1,750.00	1,750.00
Dues & Subscriptions	0.00	250.00	(250.00)	0.0%	0.00	250.00	(250.00)	0.0%	250.00	0.00
Equipment	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	0.00	0.00
Event Costs	986.44	6,000.00	(5,013.56)	16.44%	1,036.44	9,000.00	(7,963.56)	11.52%	9,000.00	1,036.44
Insurance	0.00	0.00	0.00	0.0%	(133.00)	0.00	(133.00)	100.0%	0.00	(133.00)
Licenses and Permits	0.00	122.00	(122.00)	0.0%	0.00	272.00	(272.00)	0.0%	272.00	0.00
Postage and Delivery	0.00	0.00	0.00	0.0%	0.00	785.00	(785.00)	0.0%	785.00	0.00
Printing and Reproduction	245.16	0.00	245.16	100.0%	744.96	32.31	712.65	2,305.66%	32.31	744.96
Rent	0.00				425.00					425.00
<b>Supplies</b>										
Gaming (Pull Tabs)	352.10	327.10	25.00	107.64%	1,056.30	981.30	75.00	107.64%	981.30	1,056.30
Office Supplies	0.00				304.96					304.96
<b>Total Supplies</b>	352.10	327.10	25.00	107.64%	1,361.26	981.30	379.96	138.72%	981.30	1,361.26
<b>Taxes</b>										
Alaska Gaming Tax	0.00	0.00	0.00	0.0%	61.17	50.00	11.17	122.34%	50.00	61.17
CBJ Sales Tax	538.79				2,256.46					2,256.46
<b>Total Taxes</b>	538.79	0.00	538.79	100.0%	2,317.63	50.00	2,267.63	4,635.26%	50.00	2,317.63
Telephone	43.14	48.81	(5.67)	88.38%	141.62	195.26	(53.64)	72.53%	195.26	141.62
Travel	0.00				395.00					395.00
<b>Total Expense</b>	17,274.30	20,518.12	(3,243.82)	84.19%	118,637.43	127,783.25	(9,145.82)	92.84%	127,783.25	118,637.43
<b>Net Ordinary Income</b>	(12,558.30)	(10,719.12)	(1,839.18)	117.16%	9,989.31	(686.25)	10,675.56	(1,455.64%)	(686.25)	2,230.77
<b>Net Income</b>	(12,558.30)	(10,719.12)	(1,839.18)	117.16%	9,989.31	(686.25)	10,675.56	(1,455.64%)	(686.25)	2,230.77
									Difference	(7,758.54)



# Downtown Business Association

## Statement of Cash Flows

October through December 2016

	<u>Oct - Dec 16</u>	<u>Jan - Dec 16</u>
<b>OPERATING ACTIVITIES</b>		
Net Income	(12,558.30)	9,989.31
Adjustments to reconcile Net Income to net cash provided by operations:		
Accounts Receivable	15,836.81	(7,856.44)
JEDC Clearing (Bankcard trans)	(89.99)	(89.99)
Accounts Payable	(8,404.43)	7,730.96
Sales Tax Payable	(1,289.40)	
Net cash provided by Operating Activities	<u>(6,505.31)</u>	<u>9,773.84</u>
Net cash increase for period	(6,505.31)	9,773.84
Cash at beginning of period	43,930.67	27,651.52
Cash at end of period	<u><u>37,425.36</u></u>	<u><u>37,425.36</u></u>

**Downtown Business Association**

**A/R Aging Summary**

As of December 31, 2016

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
Alaska Knifeworks	0.00	0.00	0.00	0.00	605.95	605.95
Alaskan Fudge Co	0.00	0.00	0.00	0.00	355.00	355.00
City & Borough of Juneau	0.00	0.00	0.00	0.00	100.00	100.00
Driftwood Hotel	0.00	0.00	0.00	0.00	250.00	250.00
Fiddleheads and Ferns, LLC	0.00	16.95	0.00	0.00	0.00	16.95
Flying Squirrel Espresso	0.00	0.00	0.00	0.00	250.00	250.00
Genuine Ventures LLC	0.00	0.00	0.00	0.00	605.95	605.95
Goldtown Nickelodeon	0.00	0.00	0.00	0.00	605.95	605.95
Invisible World	0.00	0.00	0.00	0.00	605.95	605.95
Jade Juneau	0.00	0.00	0.00	0.00	605.95	605.95
Jewels by Kris	605.95	0.00	0.00	0.00	0.00	605.95
Pretty Please LLC	0.00	0.00	0.00	0.00	605.95	605.95
Princess Cruises	0.00	0.00	0.00	0.00	250.00	250.00
Saffron, LLC	0.00	0.00	0.00	0.00	605.95	605.95
SAIL, Inc	0.00	0.00	0.00	0.00	250.00	250.00
Senate Properties*	0.00	0.00	0.00	0.00	605.95	605.95
Sheinberg Associates	0.00	0.00	0.00	0.00	100.00	100.00
The Rookery Cafe	0.00	0.00	0.00	0.00	250.00	250.00
Timberwolf Ventures, Inc.	0.00	0.00	0.00	(0.01)	0.00	(0.01)
Treetop Tees and Tours	0.00	0.00	0.00	0.00	250.00	250.00
Tripp Corporation	0.00	0.00	0.00	0.00	302.97	302.97
Urban Eskimo	0.00	0.00	0.00	0.00	250.00	250.00
Viking Lounge	0.00	0.00	0.00	0.00	302.98	302.98
Wells Fargo Bank Alaska, NA	0.00	0.00	0.00	0.00	250.00	250.00
<b>TOTAL</b>	<b>605.95</b>	<b>16.95</b>	<b>0.00</b>	<b>(0.01)</b>	<b>8,008.55</b>	<b>8,631.44</b>

Pd 1/4/17

**> 90**

**Dues 4,200.00**

**Map & Tax 3,558.54**

**Downtown Business Association**

**A/P Aging Summary**

**As of December 31, 2016**

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>	
<b>ACS</b>	14.38	0.00	0.00	0.00	0.00	14.38	
<b>Bear Star, LLC</b>	221.55	0.00	0.00	0.00	0.00	221.55	
<b>City/Borough Juneau</b>	1,005.15	0.00	0.00	0.00	0.00	1,005.15	Sales Tax
<b>Coast Alaska</b>	250.00	0.00	0.00	0.00	0.00	250.00	
<b>JEDC</b>	3,790.27	4,581.71	0.00	0.00	0.00	8,371.98	
<b>TOTAL</b>	<b>5,281.35</b>	<b>4,581.71</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,863.06</b>	

# DBA 2017 Project Budget

Committee

Project Description: (who/what/where/when/how)

--

Implementation Steps

Action Step	Who Will Do it	Fees/Costs

Related Revenue (if any) (sales, sponsorships, grants, donations)

Revenue From	Total Expected	Associated Costs

Contact for Questions