

**Downtown Business Improvement District (DBID)
Draft of Meeting Minutes
February 22, 2007**

Attendees: Valerie Abbot, Buster Brown, Curtis Christensen, Vince Furlong, Bridget Hadley, John Yochum, Jeff Jorgensen, Ken Johnson
Recorded By: Vicki Quaites-Ferris & Susan Tvrdy

Topic	Discussion	Action
Meeting called to order	<ul style="list-style-type: none"> ▪ Meeting called to order at 8:37 am. 	
Approval of Minutes	<ul style="list-style-type: none"> ▪ January meeting minutes were not approved, no quorum. 	
Old Business		
Election Process	<ul style="list-style-type: none"> ▪ The Special Assessment Ordinance was passed and the funds for the DID should be in the treasury by April, 65 days after the passage. ▪ An election notice will be sent to downtown residents in mid March. Once this election notice is sent to the downtown residents, this triggers a formal period for candidates to file for election to the DID Board of Directors. ▪ Candidates need to be identified 50 days prior to the election. ▪ Buster Brown's office will certify the signatures on the ballots. 	Need to arrange with Buster Brown's office to get an election notice out to downtown residents by mid March.
Recruitment of Nominees	<ul style="list-style-type: none"> ▪ There has already been one official nomination submitted. ▪ The DBID website has been updated and now contains the nomination forms and relevant ordinances. This should make it easier for potential candidates to obtain nomination forms. ▪ Recruitment and identification of potential nominees must still continue. 	
Mailing Election Material	<ul style="list-style-type: none"> ▪ Since there is no formal list of residents, Susan Tvrdy has been in contact with Marc Nichols from OPPD to obtain a list of resident addresses in the DBID area. ▪ Susan has also been in communication with Mel Champion from OPPD to arrange using their mailing machines for the stuffing and labeling of election material that must be sent to the residents. 	Need to create a mock up of what will be sent to the residents for the election.
New Business		
Advertising	<ul style="list-style-type: none"> ▪ There was discussion of placing an advertisement in the Omaha World-Herald that announces and promotes the DID election and informs the public of the relevant information. ▪ May also advertise/promote election in the City Weekly, The Reader, Midland Business Journal, the Encounter, and Omaha Chamber of Commerce Website . ▪ Curtis Christensen will be in charge of putting the ad together and he will also serve as the official spokesman of the BID. 	Vicki Quaites-Ferris and Paula Steenson will contact the local newspapers.

	<ul style="list-style-type: none"> ▪ The Ads should be placed by mid March. TV and radio stations will also be contacted. 	
New Board Member	<ul style="list-style-type: none"> ▪ Mark Swanson will be officially joining the BID. 	
Public Comment	<ul style="list-style-type: none"> ▪ Discussion of keeping organization like Omaha by Design and Destination Midtown informed on the DID election. ▪ Nominees will go through an orientation before the election to clarify the details of the DID Board of Director's responsibilities. 	
Next Meeting	<p>March 22, 2007 8:30 am Jesse Lowe, Omaha/Douglas Civic Center</p>	