



**DNA Regular Meeting Agenda**  
**Nampa Development Services Center**  
**500 12<sup>th</sup> Ave S**  
**January 14, 2025**  
**7:30am**

**Call to Order 1/14/25 7:32AM**

**Roll Call:** Clayton Borah, Beatrix Westmorland, Julie Vincent, Michael Vernor, Skee Wood

**Guests:** Amber Bothwell, Amy Bowman, Carter Ballenger, Oscar Diaz, Tina Aaron

**(1) Minutes**

- a. **Action Item:** Approve December 2024 meeting minutes
- b. **MTA:** Westmorland, 2<sup>nd</sup>: Vincent
- c. **Motion Passed:** None opposed

**(2) Reports**

- a. Financials
  - i. **Action Item:** Approve November financials as presented
    1. **MTA:** Westmorland, 2<sup>nd</sup>: Vincent
    2. **Motion Passed:** None opposed
  - ii. Collection's report – Bothwell: slowly going down, no money received from collections agency yet, some businesses disputing charges
- b. Downtown Nampa Implementation Plan Review
  - i. Borah: Reviewed slides from that meeting and Clayton provided an update as he has been attending the stakeholder meetings
- c. City Report
  - i. Bothwell: Compactor enclosure is in, contract still under review by Republic Services, 8-12 weeks out on compactor being in place
- d. Promotions Report:
  - i. Hasn't met yet, will meet on 4<sup>th</sup> Tuesday, 9:00AM @ Syringa
- e. Organization Report:
  - i. Met once, will meet on 1<sup>st</sup> Monday, 9:30 @ Syringa
  - ii. 90% through partner giving levels – available for review by next meeting
  - iii. 60% through director application criteria
  - iv. Social media contract recommendation by next meeting
- f. Design Report:
  - i. Met briefly to discuss flowers – no regular meeting date set
- g. Economic Vitality Report
  - i. Nothing to report – no regular meeting date set
- h. General Reports

**(3) Old Business**

- a. **Action Item:** Approve scope of work for snow removal
  - i. **Recommendation:** Bothwell will remove unused areas from the proposal received and has authority to approve requote ASAP
  - ii. **MTA:** Westmorland, 2<sup>nd</sup>: Vernor
  - iii. **Motion Passed:** None opposed



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- b. **Action Item:** Approve scope of work and contract for social media manager
  - i. New contract still under review, recommendation to approve current contract for 1 additional month.
  - ii. **MTA:** Westmorland, 2<sup>nd</sup>: Vincent
  - iii. **Motion Passed:** None opposed

**(4) New Business**

- a. **Action Item:** Approve board member(s)
- b. **Carter Ballenger to Join DNA:**
  - i. **MTA:** Westmorland, 2<sup>nd</sup>: Vincent
  - ii. **Motion Passed:** None opposed
- c. **Action Item:** Approve partial funding of Downtown Assistant Event Coordinator position in the amount of \$416 per month, retroactive to December 1, 2024
  - i. **MTA:** Ballenger, 2<sup>nd</sup>: Westmorland
  - ii. **Motion Passed:** None opposed

**(5) General Discussion**

- a. Main Street Conference – Philadelphia – April 7-9
  - i. Bothwell is going, DNF may be able to cover additional people
  - ii. Everyone is potentially interested
- b. Communication Strategy
  - i. Ballenger: Will help with potential integrations for auto-mailers
  - ii. Discussion: How do we get information to people who don't read their emails
  - iii. Bowman: Good opportunity for a printed mailer packet with the current momentum

**(5) Announcements**

5.1 Next Regular Board Meeting February 11, 2025, 7:30am – Nampa Development Services Center

**Adjournment: 8:34AM**