

# **AURORA BUSINESS ADVISORY BOARD**

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Minutes of the Regular Meeting  
January 27, 2020

## **Board Members Present:**

Nosh Tarachand, Garrett Walls, Tony Brake, Martin Liles, Alok Sarwal, Bob Fryberger, Regina Edmondson, Jim Bickford (via phone)

## **Board Members Absent:**

Hitesh Patel, Phillip Villard, Ramona Bode (unexcused)

**Staff Present:** Andrea Amonick, Elena Vasconez, Leslie Epperson

## **CALL TO ORDER**

Meeting called to order at 8:00am by Garrett Walls.

## **APPROVAL OF THE MINUTES**

Mr. Walls moved to direct city staff to approve any non-substantive changes to the minutes.

Mr. Tarachand seconded. All in favor. Approved.

Mr. Brake moved to approve minutes.

Mr. Fryberger seconded. All in favor.

November 2019 Minutes Approved.

(Note: meeting canceled in December 2019)

## **PUBLIC COMMENTS**

None

## **COUNCIL CONTACTS**

There were no council contacts reported.

## **BOARD MEETING TIME (Start time & Feb meeting date)**

Mr. Walls suggested that the meeting time be changed to 11:00am. Mr. Walls asked for discussion. Little discussion over time change. A few members commented it was difficult to get to the meeting at 8:00am.

Mr. Walls moved to change the meeting time from 8:00am to 11:00am.

Ms. Edmondson seconded. All in favor.

Motion passed.

*Outcome: New meeting time is 11:00am on 3<sup>rd</sup> Monday of the month except on holidays and then it would be on the 4<sup>th</sup> Monday of the month.*

Mr. Walls asked about moving the February meeting to the 2<sup>nd</sup> Monday of the month as the 3<sup>rd</sup> Monday is a Holiday and he had a conflict with the 4<sup>th</sup> Monday. Mr. Walls asked for discussion. No discussion.

Mr. Walls moved to have the meeting in February be held on the 10<sup>th</sup>.

Ms. Edmondson seconded. All in favor.

Motion passed.

*Outcome: February meeting will be held on Monday, February 10<sup>th</sup> at 11:00am in the Aspen Conference room.*

## **REVIEW OF BAB BYLAWS**

Mr. Walls commented the bylaws state that the board is supposed to review them every two years. The board is a little behind on that. The last time it was reviewed was 2015.

There are a couple of things that have come up through the course of the year. At one point, there was a discussion that the requirement to be Vice Chair before you become Chair be removed. After having served as chair for this last year, Mr. Walls is not in favor of removing that requirement. The Vice Chair can be available to run the meeting if the chair cannot attend. The Vice Chair can run things like the committee meeting or something that is important for the Chair to attend but cannot attend then the Vice Chair can attend. Mr. Walls believes it's important to have that experience before becoming the Chair. This article will stand in the bylaws.

*Outcome: Keeping Article VII A - The Chairperson shall have served as Vice Chairperson.*

Article VII preamble paragraph 2<sup>nd</sup> sentence, Mr. Walls moves to amend the language from “to serve beginning in March” to “April”.

Mr. Tarachand seconded. All in favor.

Motion passed.

*Outcome: Amend language in the bylaws to state “to serve beginning in April”.*

Article VII D 3<sup>rd</sup> sentence – Mr. Walls moves to change the election from 1<sup>st</sup> to the 3<sup>rd</sup> regular meeting of the calendar year.

Mr. Tarachand seconded. All in favor.

Motion passed.

*Outcome: Amend language in the bylaws to state “3<sup>rd</sup> regular meeting of the calendar year.”*

Article VII D last sentence that was stricken. Mr. Walls moves to change the last sentence to “Those elected shall assume office at the April meeting.”

Mr. Brake seconded. All in favor.

Motion passed.

*Outcome: Amend language in the bylaws to state “Those elected shall assume office at the April meeting.”*

Article VII A – Mr. Walls would like to add that the Chairperson shall regularly attend monthly PED meeting.

Mr. Tarachand seconded. All approved.

Motion passed.

*Outcome: Amend language to add “Chairperson shall regularly attend monthly PED meetings.*

Article X – Mr. Walls moved to adjust the time from 8:00am – 9:30am to 11:00am -12:30pm

Mr. Brake seconded. All approved.

Motion passed.

*Outcome: Amend language to change time to “11:00am – 12:30pm”.*

*Follow up action: Ms. Amonick stated that following this meeting the staff will be getting out the letter advising the Mayor and Council Members that they may choose to appoint someone to the board. In addition, Ms. Amonick stated it is a requirement to have a current application on file. Information should be updated on the application that the city clerk has on file.*

***Follow-up Action: BAB's structure information will be presented at a future PED meeting.***

### **Overview of BAB presentation to PED**

Mr. Walls attended the PED meeting and gave a summary of major policy ordinances that the BAB reviewed and gave comments: cigarette tax, massage therapy ordinance and the Healthy kids, sugary drinks ordinance. PED was pleased that the BAB was being used more.

CM Bergan would like to work closer with the BAB more and take an active stance.

Mr. Walls would like to be proactive about discussions happening at the state level and have comments for the council. Let's make sure that Aurora is the place to do business.

Ms. Amonick commented that CM Murillo thought that each CM should have 2 people on the BAB. CM Murillo stated that she is very happy with Bob, and he represents a credit union and that is important, but she has a lot of small business in her ward and would like to have the opportunity to represent them.

Ms. Amonick stated she received an email from CM Bergan who wanted to know the pros and cons of adding a member to the board.

- 1) Does the board think that would help us in gathering a quorum?
- 2) Does the board think adding more members would make it too unwieldy?
- 3) Would like the opinion of members, what do you think?
- 4) Option could be adding sub-committees that could meet independently of board meetings.

Mr. Walls expressed concern about having a quorum. The board now needs 6 and if you doubled the members, you would need 12. Mr. Tarachand also voiced concern with this.

If adding members is approved, the board may need to go to 25% for a quorum so that the board could conduct business.

Mr. Tarachand stated there would be 22 different opinions, meetings could go for hours. He thinks the subcommittee could be good.

Ms. Amonick asked if any of the Board had been approached by anyone to attend board meetings because they are open.

Mr. Walls stated he didn't think anyone from the public knows about the board.

Mr. Tarachand agreed with Mr. Walls.

Mr. Walls suggested that the board could attend SBDC workshops to introduce the BAB.

Mr. Tarachand agreed that is a good idea to let people know who we are – maybe there is a committee that would want to promote the board.

Garrett suggested that a sub-committee is a good idea. Meetings could be held anytime during the week.

Mr. Walls asked Ms. Amonick what CM Bergan wanted – what does the board think and want to do regarding adding more members.

Ms. Amonick stated that it is important for board to take a formal position. Let's give everyone an opportunity to look over the meeting minutes and go back to talk with PED.

*Follow up action: PED Agenda item in March – need to research how to make that happen.*

Mr. Fryberger is not opposed and thinks it is manageable and gives the board more of a mixture. It isn't a negative thing.

Ms. Amonick added the board should think about what the quorum will be.

Mr. Walls stated the board should look at 25% of members for quorum.

Mr. Tarachand is in favor of sub-committees. Then other voices can be heard. The board doesn't know all the businesses in Aurora and their challenges, but we can hear their voices.

8:45am Mr. Walls paused the conversation for Mr. Bickford to Record Proxy vote.

Mr. Bickford states that he is good.

Mr. Bickford votes affirmative re: EDA RLF that will be voted on later.

Mr. Bickford also stated that adding more members would make for longer meetings, less focus and he wouldn't just jump into it. Mr. Bickford had to leave and terminated the call.

Ms. Edmondson stated she is not in favor of adding more members as she agrees that it would cause longer meetings. She feels the board has the opportunity for branding to get people involved and knowledgeable about the board and what it does.

Mr. Liles stated regarding more members, more ideas, more of debate. Officially 1 year on the board and has never seen anyone attend a meeting for public comment or to just come to a meeting. The BAB should have an open-door policy. Ideas can be brought to the meeting.

Mr. Walls suggests some sort of outreach to people in our district to let business owners know that we represent their Council Member on the BAB.

Ms. Amonick asks the board how much interaction each member has with his/her CM. Outreach with your council member. Bring their ideas forward.

Mr. Walls feels the council members concerns are valid. CM just want to make sure everyone is represented.

Mr. Liles suggested meeting with individuals and bringing their thoughts and concerns to the board.

*Follow up action: Mr. Walls wants to craft a statement:*

*Currently the board is in favor of the number of members on the board.*

*The board suggests that they do more outreach with the businesses in their wards and meet regularly with their Council Members.*

Formal motion: Keep the board the same size and add an outreach program and subcommittees.

Mr. Tarachand - Move to keep the board the same size and add outreach.

Mr. Fryberger – second. All in favor

*Outcome: Moved to keep the board members number at 11.*

Suggested actions for the board:

Board would like to Explore sub-committees, Outreach, and attend citizen meetings.

When CM goes around the ward and speaks to different groups, let them know who the local contact is, and it is ok to give out name and contact information of their BAB Appointee. The board member will meet with those individuals, have an open-door policy.

Encourage CM to make use of BAB in ward meetings – introduce BAB member at Ward meetings.

Make sure CM knows what business you do/represent.

Challenge to board members to maintain the relationship w/CM. Each one of us every single month should reach out to CM. And they should reach out also.

Mr. Liles meets w/CM Bergan once a month. Promote and encourage this.

Mr. Walls - help arm CM with knowledge of what is going on.

Mr. Brake – develop relationship with other CMs.

Mr. Walls – get involved as much as you can. Attend other meetings. Come to Havana BID meetings

Mr. Liles – would like schedule for BID.

*Follow up action: Mr. Walls will send out BID meeting information.*

Mr. Patel – would like conference call meeting every meeting. 303-536-7612  
*Follow Up action: Mr. Walls will set up conference call number every meeting.*

### **RLF EDA Overview, Review, Approval**

Mr. Walls stated that the minutes from June there was a vote to return the EDA RLF funds. Mr. Walls would like to recall that agenda item.

Mr. Walls - A procedural motion is needed to reapprove proposal.

Ms. Amonick gave history of the grant. The grant was used for a business loan program – for disadvantaged businesses administered through community development in a target area around the arts district. Part of an effort to try and revitalize the area and work with small businesses to help them grow and thrive. Development Services is opening an office in NW Aurora that is geared toward reaching out to disadvantaged communities.

These funds would be helpful. So, we didn't want to turn the money over to the EDA. We thought we could do more with it. CEDS was losing their home on Havana St. Their building was sold, and they went through some changes. We invited CEDS to partner with us. They have a lot of skill working with small business loans. We asked them to partner with us and they will take on the underwriting for the loans, present the loan and service the loan. COA will collect payments. CEDS will work with businesses and can get support services from the SBDC at the new location.

We would like to keep the money from the EDA and use it in a new manner. The BAB would be the approving body with recommendations provided by CEDS. We suggest keeping the funds and possibly apply for more at a later date.

Mr. Walls states that this solves problems we had in the past. and we can apply for more funds.

Mr. Brake wanted to know if we have more funds.

Ms. Amonick stated that we have opportunities to add other types of funding. There are other types of programs we can apply for.

Mr. Walls states this is another step to bring us all together as one group to represent business community.

Mr. Walls would like to look at section II – B-2 – Interest Rate - of COA RLF Plan. Want to clarify this section.

Ms. Amonick stated that the EDA has language on how to do this. This is what we have submitted to EDA. They have not commented on it yet.

Mr. Walls does not have a problem with min and max.

Mr. Liles stated that may be determined by the board.

Ms. Amonick commented that EDA supports the min and max to keep fund healthy.

Mr. Walls has questions about appeal process. It should come back to the BAB.

Ms. Amonick stated the board can always amend the plan. Currently we are in non-compliance w/EDA. We have to start with something.

Mr. Walls asked for any comments.

Mr. Walls suggests step 1 - rescind vote.

Step 2 - move forward with program.

Mr. Walls moves to rescind vote that recommended to return funds back to EDA.

Mr. Fryberger seconded

All in favor

*Outcome: All agreed to rescind prior vote to return funds to EDA*

Mr. Walls – moves to vote in the affirmative to go forward with Loan program.

Mr. Liles – 2<sup>nd</sup>

Mr. Walls asks to record proxy vote for Mr. Bickford as – yes.

Mr. Brake wants to know how CEDS stays in business.

Ms. Amonick answers they are a non-profit lender. And they charge interest on loans to help operating costs.

Ms. Vasconez states re: CEDS- they also get grants – Federal funds.

Mr. Brake would like to know if the city is supporting them with a place to do business.

Ms. Amonick states that they will be paying rent and in exchange to underwrite and service the loan program.

Mr. Walls added that the city would like this to be the start and potentially have other offices.

Ms. Amonick talked about the location of the SBDC offices.

Mr. Walls asked the board for questions or discussion.

Ms. Edmondson wanted to know if CEDS has the capacity to run the program.

Ms. Vasconez answered that she sees the loans to be small loans and the SBDC will help support.

Mr. Liles wanted to know how we promote.

Ms. Amonick answered that the SBDC would promote – CEDS will promote and COA will promote when NW office opens. Smaller businesses with smaller amounts. April projected date for opening of NW office.

Ms. Vasconez added to send anyone asking for a loan to SBDC or COA.

Ms. Amonick added that we would like them to clients of the SBDC. We want to help prepare them. Give them the education and tools to succeed.

*Follow up action: No Official vote was taken – need an official vote.*

Mr. Walls – final reminder – send agenda items a week or more before meeting.

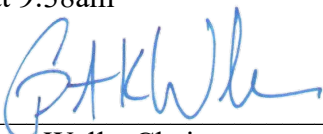
*Follow up action: Bring things to be discussed.*

Mr. Brake moved to adjourn.

Ms. Edmondson seconded.

Meeting adjourned at 9:38am

APPROVED:

  
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Garrett Walls, Chairperson