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## MEMORANDUM

To: DDA Board of Directors

From: Austin Colson, Director – Community & Economic Development/DDA  
Thomas Kennedy, Intern – Community & Economic Development/DDA

Date: August 15, 2025

RE: Proposed New Meeting Time

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### Background

Over the past several months, the DDA has held ongoing discussions regarding our regular meeting schedule. To ensure all members had the opportunity to provide input, four surveys were conducted, and the topic was discussed during several board meetings.

At the June Special Meeting, a consensus emerged in favor of moving the meeting time to 4:00 p.m. on the third Thursday of each month. This proposal was brought forward for a final vote at the July meeting to determine whether the change should be adopted. During this meeting a fourth survey vote was requested by board members.

Following the vote, the results were as follows:

| Meeting Times         | Votes    |
|-----------------------|----------|
| Thursday at 4:00 p.m. | 2        |
| Thursday at 5:00 p.m. | 1        |
| Thursday at 7:00 p.m. | 1        |
| <b>Friday at Noon</b> | <b>3</b> |

The majority of board members voted to retain the current meeting time of 12:00 p.m. on the third Friday of each month.

***Suggested Motion:*** "I move to retain the current DDA meeting schedule, holding regular meetings at 12:00 p.m. on the third Friday of each month."