

**REGULAR MEETING OF THE  
FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT  
AND REVITALIZATION DISTRICT**

**Wednesday, September 10, 2014 – 12:00 noon  
The McMillan, 2 West Route 66, Flagstaff, Arizona**

**MINUTES**

1. Call to Order

The meeting was called to order at 12:05 p.m.

2. Roll Call

Present:

Absent:

Member Dave Stilley  
Member Antoinette Beiser

Chairman John VanLandingham

Others Present: Barbara Goodrich, District Finance Director.

3. Review of the RFP process for District Management Services.

Ms. Goodrich distributed the packet of information regarding the Evaluation Criteria and the one response (from Flagstaff Downtown Business Alliance) received on the Management Services for the FDBIRD to each of the Board members. She reviewed the cover memo, the scoring sheet, and the linkage to the Proposal Format/Submittal provided in the RFP.

The Board members completed their independent review of the RFP and filled in the Evaluation Criteria Score Sheet as part of the meeting and gave their responses to Ms. Goodrich.

4. Report of Board of Directors.

None

5. Adjournment

The meeting adjourned the meeting at 12:30 p.m.

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John VanLandingham, Chairman of the Board

ATTEST:

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Elizabeth A. Burke, District Clerk