**Pendleton Business Association**

September 18, 2019 Meeting Minutes

Meeting called to order by President Julie Schnepp at 6:03 pm. 16 members and 6 visitors were in attendance.

**Minutes of the August 19 meeting**

It was noted to correct Steve Denny’s name in the minutes. Motion to approve as corrected by Yvonne Chastain. Motion was seconded and approved by membership present.

**Treasurer’s Report**

Current balance is $15,595.43. Still collecting bills from Pendleton Fall Festival, as well as funds from sponsors.

**New Member / First Time Attendee**

· Chris Byer, Dependable Tree Service

· Kayla Haslett, Town of Pendleton

· Rachel Christenson, Town of Pendleton

· Jim Stewart, Pendleton Fire Department

· Kara Kollros, Pendleton Chatter

· Sarah Goodrick, Citizens State Bank

**Event Update:**

* **Pendleton Fall Festival feedback**
  + Every year on the Friday the number of clients is down at the Bank due to Pendleton Avenue being shut down.
  + One business reported being up 63% in business during this year’s event compared to prior years.
* **Christmas in Pendleton needs**
  + Lori Anson needs volunteers for these activities:
    - Plan and set up Santa area
    - Be in charge of getting volunteers for Kids Zone and making sure they show up
    - Set up temporary fence around kids zone
    - Be in the parade- dress/decorate as Christmas-y as possible!
    - Run Queen contest
    - Cookie contest judges
    - Help close parking spaces on state St and Pendleton Ave late 11/8 or early 11/9
    - Booth help
  + Want to get more of the businesses involved in the parade to make it fun
  + Want to do a tree lighting this year in the park at the gazebo (at 6pm)
  + Will have a reindeer this year
  + Snowball fight was a little short last year - want to consider lengthening the time available
  + Bob Post suggested putting colored lights on the lighthouse
  + Yvonne Chastain is considering having her open house at the new location that day
  + We have speakers downtown now and should be able to use it to broadcast announcements re: start of items

**Guest Speakers:**

* **Jim Stewart** (filling in for Donnie Meyer, Ambulance Chief/Asst. Fire Chief)
* **Marc Farrer**, Police Chief

Workplace violence, security, theft prevention

* A business should have a first aid kit; depending on the size of business, they may want to consider defibrillators. You can get a first aid kit through the ambulance service at a good price. Defibrillators ($1200 annual cost comes with CPR training) are programmed to only be used when the proper circumstances are exhibited by the person.
* If a client refuses ambulance service, then the ambulance cannot take them to the hospital.
* Tourniquets are being carried by emergency personnel. They are First aid training is available by calling 778-2400 and asking for Linda. (Call for a price)
* When to call 911 - If someone falls in your store or if you have an active shoplifter, you can call 911 and they will route appropriately. If you see a crash, you can call and be a great witness. If you want to report something less urgent, such as a suspicious person who left the store or if you receive a bad check, call 642-0221 instead.
* You may want to consider having an employee profile available for your employees to include name, address, birthday, medical history, and list of medications (plus the consent from employee to provide) in case one of your employees has a medical situation at work.
* For those businesses that do deposits, you can request a police escort to meet your employee
* Security cameras are good to have. The Ring cameras are good options.
* If you fire an employee that might cause issues, you can also call the police to come when they are released. Call the non-emergency situation
* Active shooter/hostage situation - if you have an alarm system, they show up to the site and employees must exit the building to meet the officers to ensure there is no hostage situation in process.
* What do we do if we are being threatened in our business and don’t have an alarm system? If they are actively shooting, Run/Hide (conceal and cover)/Fight. Know your business and where a good place would be to hide in case of a situation. Books are good items to stop bullets, and there are ballistic clipboards are available for purchase.
* Have a plan for your employees for what to do if they find themselves if an unsafe situation. Practice the exit strategy a couple times a year.
* ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training instructor led classes provide preparation and a plan for individuals and organizations on how to more proactively handle the threat of an aggressive intruder or active shooter event.
* Bob Post suggested using mobile phones to record situations that can be useful for evidence
* Fire extinguishers - not sure on the ordinances for Pendleton. There are 4 categories of extinguishers, so make sure you get the one appropriate for the business. There is a store in Elwood that sells them. The fire department can do fire extinguisher training.
* Smoke detectors - have a key holder available that will hold a key for fire department to get into the building. The business is responsible for clearing
* “Brian’s Heart” - non-profit that raises funds for AEDs so they can be provided at no cost to businesses/organizations that need them.
* App called PulsePoint - people who are CPR-certified will notified of medical emergencies near them so they can go and administer CPR as quickly as possible.

* **Town of Pendleton Planning Department - Kayla Hassett**

Mobile food truck vendor application

* Draft of the Mobile Food Vendor Ordinance given to the participants
* Currently, we only have a Peddler’s license that is obtained through the police office: $25 good for 90 days, need doctor’s note saying you don’t have any communicable diseases, you are of good moral character. No parking regulations
* This ordinance has been drafted to address the situation since food trucks are becoming more mainstream in our society since the recession in 2008 when brick & mortar restaurants were out of reach for several small business people.
* Question as to what is “prepared food” as defined on the ordinance.
* Question as how to address food trucks that serve alcohol.
* This does not include any food trucks that are covered under an event (e.g., Hwy 38, Fall Festival, etc.). Someone could sponsor a “food truck Friday” that would be considered as an event.
* A lot of the verbiage was based on the ordinance adopted by South Bend.
* Concerns about food truck vendors going into businesses to use the restroom. Consider using some of the fees to build a public restroom.
* Concern about food truck vendors parking on State Street taking parking spots from downtown restaurant patrons. Also think that the fees are pretty low — $1.36/day if they do all 365 days
* Request to add verbiage about the health department permit requirements
* Want to shorten the length of the permits available
* This is also required for a food truck on private property by a business or a private residence/neighborhood
* Continue to funnel ideas to Julie Schnepp so that she can share them with Kayla and Rachel. The goal is to have something in place by the Spring.

* **Kara Kollros**, Pendleton Chatter

Promoting PBA businesses

Pendleton Chatter is up to 5800 members. The goal is to get community to discuss ideas and share viewpoints. Up to this point, businesses have not been allowed to be a part of the group. She has been brainstorming ways to start promoting businesses on the page at her control. Every other week they will choose a business to highlight via a random selection process by category under her control. She will then pin the promotion to the top of the page for the 2-week period. Videos can be included as part of the promotion. She’d love to hear the stories that are behind the business. This will be restricted to brick & mortar businesses within the school district. Comments will be turned off for these posts to cut off any potential negative comments and she will watch the comments that others post during that 2-week period. After that period, then people will be able to post their own comments. There is no cost to participate in this.

**Upcoming Events:**

· October 18 - 4:00 pm – 7pm GVC’s New Headquarters Grand Opening (600 Corporation Dr., Suite 200)

· October 22 - 7:30 am – 9:00 am Breakfast Networking sponsored by GVC Mortgage

**Next meeting:** October 16 at 6 p.m. at the Falls Park Office Building

Meeting was adjourned at 7:42 pm.

Respectfully Submitted,

Kathi Meyer, PBA Secretary 2019