

# NOTES

Central Ave BID Mtg Minutes- 2/5/15

**To:** All Members of BID Committee

**From:** Cecilia Ngo

**Re:** Central Ave BID Committee Minutes 2/5/15

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## Agenda Outline:

- Committee Introductions - (Cecilia Ngo, CRCD)
- Nonprofit Formation Discussion - (Dalila Sotelo, The Sotelo Group)
- Draft District Management Plan Review - (Sherri Franklin, Urban Design Center)
- Networking Event Planning - (Priscilla al Uqdah, Steering Committee)
- Next Meeting Date - (Cecilia Ngo, CRCD)

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### 1. Introductions: (Cecilia Ngo, CRCD)

Introductions were made and a sign in sheet was passed around.

### 2. Nonprofit Formation Discussion: (Dalila Sotelo, The Sotelo Group)

In order to create a new nonprofit, we need to agree upon the bylaws.

#### Board member terms & meetings

There will be 9 board members; bylaws can be amended if that number doesn't work. Language in bylaws should allow board members to be able to remove themselves and for the board to remove members for not meeting expectations. Consecutive terms should be limited. The initial board will have a 2-year term. At the 2-year anniversary, 4 positions will stagger for an additional year. After the initial board, all positions except for the chair will have annual terms with elections a month prior to transition. The Chair will have a 2-year term, with elections at the 18-month mark so that the chair-elect can shadow for 6 months after before officially transitioning.

There will be 3 property owners, 2 nonprofits, 1 institutional representative, 2 commercial tenants, and 1 steering committee member, at the minimum. We need to define who steering committee members are as soon as possible. Nominations are due February 15. We will vote at our next meeting on 2/18.

There will be monthly formal board meetings and the Chair is empowered to call on additional meetings. Ad hoc and other committee meetings or hearings can happen more frequently. The bylaws can be amended later to hold bimonthly formal meetings. The board can decide whether meetings will be opened or closed to the public.

#### Fiscal agent/manager

Steering committee should consider having a fiscal agent and/or manager for the nonprofit. This will allow for the nonprofit to start writing for grants and already have insurance in place. Nonprofit will have to pay a percentage to the fiscal agent.

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Nonprofit can also have multiple fiscal agents where different grants go to different nonprofits. This may be complicated when it comes to taxes. Leimert Park BID uses this model. A partnership structure can also be created to apply for grants. Partnership can include any of the nonprofits on the corridor, City or county.

Fiscal manager would be the bookkeeper for the nonprofit. CRCD may be open to being the fiscal manager if needed, but for a short, specific period of time (eg 2 years) to assist with start up.

**3. Draft District Management Plan Review:** – (Sherri Franklin, Urban Design Center)

The plan was updated with City Clerk's comments and comments from last meeting. It will be submitted to the City at the end of this week with the engineers report. We hope to be authorized by the City to proceed with petitions by mid or end of February.

**4. Networking Event Planning:** (Priscilla Al Uqdah, Steering Committee)

We will host 2 networking events.

The first is scheduled to be Saturday, 2/28, 1-3pm. The program will start at 2pm. This will happen before the petitions so the purpose is to educate property owners of what to expect, and to answer questions. The Council Office rooftop is available.

Second event is expected to be 3/21, depending on if APCH is available. This will happen after the petitions are sent out so the purpose is to convince non-respondents to sign the petitions, and to answer questions.

Invited guests will include property owners, dignitaries, Mayor's Great Streets team, Reggie Jones-Sawyer, Councilman, Supervisor's office, Royball-Allard, and representatives from other BIDs. Invitations need to go out at the end of this week, or Monday at the latest. RSVPs can be taken online.

Priscilla will put together a budget and see if Council Office or Urban Design Center can pay for the event. Local caterers may considering donating.

Spanish translation needs to be available.

**4. Next BID meeting:** (Cecilia Ngo, CRCD)

**Next BID Meeting:** 9:30- 11:30am Wednesday February 18, 2015

**Location:** A Place Called Home, 2830 S Central Avenue

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