



**HUNTINGTON BEACH DOWNTOWN  
BUSINESS IMPROVEMENT DISTRICT**

[www.hbdowntown.com](http://www.hbdowntown.com)

**EVENTS COMMITTEE**

**SPECIAL MEETING AGENDA**

Date: September 12, 2018  
Location: 5<sup>th</sup> & PCH Office  
155 5<sup>th</sup> St #111 HB, CA 92648  
Day: Wednesday  
Time: 12:00pm

- I. Call to Order:
- II. Roll Call:
- III. Public comments:
- IV. Approval of minutes: Approve minutes from 4-24-18, 8-16-18, and 9-5-18
- V. Halloween Fest Event Discussion (12-12:45 pm)
  - a) Review Budget (income & expenses) – Darci Henderson
  - b) Trick or Treat Activities – Darci Henderson
    - i. Candy purchase for BID Members (\$3,500 budgeted) – Darci Henderson
    - ii. Distribution to members – Darci Henderson
  - c) Costume Contest at 5<sup>th</sup> & PCH – Pat Rogers and Darci Henderson
    - 1) Review timelines for categories (including Pet Contest)
    - 2) Review prizes for winners
    - 3) Review opportunities for BID members to participate
    - 4) Other activities to consider spotlighting BID members and potential sponsors (i.e. “Trunk or Treat”, pumpkin decorating, window decorating, etc.)
    - 5) Advertising & promotion (on website, social media, printed collaterals, etc.)
  - d) BID Staff Duties (if any)
    - 1) Set-up & Tear Down –
    - 2) Supplies needed for events –
- VI. Surf City Days – (12:45 to 1pm) – Brett Barnes
  - a) Review & discuss activities for Sept. 15 and 16 – Any last minute discussions?

- VII. Recommendations for BID Board of Directors for Approval, and general discussion/review.
- a) Mission Statement for Events Committee – Review approved Mission Statement from Sept. 5, 2018 committee meeting, and new Mission Statement received from Steve Daniel. Review submissions from committee members. Vote on recommendation to BOD.

VIII. Surf City Nights (1- 1:30pm)

- a) Review proposal to Board for 20 Vendor spaces reserved for BID members on waiting list.
- b) Identify & list issues for future review at committee meetings
- c) Vote on any recommendations to BID Board (if any)

IX. Adjournment

NEXT Regular Meeting – Wed., Oct. 3 (12 noon). 5<sup>th</sup> & PCH management office, 155 5<sup>th</sup> St., #111, HB 92648