

CENTRAL AVENUE

Historic Business Improvement District

Serving Properties on Central Avenue from Vernon Avenue to Washington Boulevard
323-230-7070 p | bid@centralavenuehistoricdistrict.org

Executive Committee and Board Meeting Minutes January 9, 2019

(Posted January 4, 2019)

Executive Committee Meeting – 9:00 am

Location: A Place Called Home, The Bridge, 2901 S. Central Avenue, Los Angeles CA 90011

Board Meeting – 10:30 am to 12:30 pm

Location: The New 9th Constituent Center, 4301 S. Central Avenue, Los Angeles, CA 90011

Central Avenue Historic Business Improvement District Board of Directors

Officers

- **Dani Shaker, President** - *People's Union, LLC, Historic Liberty Savings Property*
- **Jonathan Zeichner, Vice President** - *Executive Director, A Place Called Home*
- **Monica Mbeguere, Treasurer** - *Alfred Smith Property*
- **Mark Wilson, Secretary** - *Executive Director, Coalition for Responsible Community Development*

Members

- **Priscilla Al Uqdah, Member** - *Clara Muhammad School National Alumni Association*
- **Clent Bowers, Member** - *Trustee, Bowers Retail Complex*
- **Edgar Mariscal, Member** - *Dunbar Village, Thomas Safran & Associates Housing*
- **Jerrel Abdul Salaam, Member** - *Masjid Bilal Islamic Center*
- **Noreen McClendon, Member** - *Executive Director, Concerned Citizens of South Central Los Angeles*
- **Councilman Curren D. Price, Jr., Member** - *The New 9th*
- **Jhonny Vera, Member** - *All Famous Barber Shop*
- **Akeemi Croom, Member** - *Croom Family Building*
- **Ramin Halavi, Member** - *Halavi Family Properties*

CAHD Management Consultant - *Urban Design Center*

Join the CAHD Board Meeting Via Conference Call: (712) 770-4751 Access Code: 414060
Board Meeting Documents will be Available on the Website: www.CentralAvenueHistoricDistrict.org

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Central Avenue Historic District

January 9, 2019 Executive Committee Meeting Minutes

Items for review, discussion and approval:

- I. Minutes from December 19, 2018 Executive Committee Meeting
- II. CRCD Enterprises, Inc. Contract Agreement for 2019
- III. Urban Design Center BID Management Contract Agreement for 2019
- IV. Urban Design Center BID Renewal and Extension Agreement
- V. Wi-Fi and Camera Contract Proposal Recommendations
- VI. Logo Design and Graphic Applications
- VII. Quarterly Reports and Newsletters

Central Avenue Historic District

January 9, 2019 Board Meeting Agenda

- I. **Welcome:** Dani Shaker, President - 2 min
 - A. **Call to order at 10:41 AM**
- II. **Los Angeles Police Department** – Newton Division - 3 min
 - A. **ABSENT**
- III. **To-do List Update** from previous month's work efforts: Jonathan Zeichner, Vice President - 5 min
See Attached Worksheet
 - A. **Street canopies to prevent street vending.**
 1. **Partner with the City Council Office and Farmer's Market.**
 2. **Buy tents, and activate spaces where street vending occurs, such as tents for health programs.**
 3. **Uniform look for businesses with tents. Tent size and cost ranges are 4' x 4' – 10' x 10', \$100 – \$300.**
 4. **Follow-up meeting with Concerned Citizens, Farmer's Market, and City Council for 15 tents on the west side, 10 for businesses.**
 5. **Storage space for tents – Activate businesses to take responsibility. The City Council Office has storage space. Storage – TBD.**
 - B. **Meet and Greet Survey for BID renewal**
The thinking is to start the process this month; we are awaiting the Board's approval on some items. Summary was passed out.
 - C. **Lighting**
 - D. **Add 7th day of service for Ambassadors/Street Team for Concerned Citizens. Schedules will be arranged to cover Saturdays and Sundays.**
 - E. **Outreach to businesses to promote BID resources**
234/265 businesses were surveyed. The number one request was for more trash cans and cleanup.

IV. **Public Comments** – 6 minutes with 2 minutes maximum per presenter. No Board action taken unless item is included on the Board agenda

None.

V. **Minutes:** Review and Approve November 16, 2018 Annual Board Meeting and Retreat Minutes: Mark Wilson, Secretary **NOTE:** Please review minutes prior to meetings - 5 min

- A. Sherri – The documents are online. Visit link in agenda.
- B. Noreen – The motions are not listed.
- C. Sherri – Software exists for compiling comments, called Snap Survey. It captures comments and real-time documents, and it is used for surveying committee meetings.
- D. Priscilla – Raises an issue on her time in the BID office.
- E. Jonathan – Correct some items on the minutes.
- F. Clent – Motioned to approve minutes.
 - 1. Corrections were discussed.
 - 2. Dani – Requests a motion to approve the minutes.
 - a. Noreen – Motion to approve the minutes with corrections.
 - b. Clent – Second
 - c. Approved unanimously.

VIII. **Financial Reports:** Discuss and Approve Reports: Monica Mbeguere, Treasurer - 15 min

- A. Total Statement of Activity Report Detailing Expenditures, Income and Assessment fees invoiced, received and outstanding to date December 31, 2018
 - 1. A handout distributed along with this agenda.
 - 2. The Assessments indicate where the BID is financially for 2016, '17, and '18, with categories for rollovers from 2016 and 2017, and what the BID has to spend.
 - a. 2016 has adjustment and benefits for 134K, but 148K was actually spent.
 - b. Pro-added share across programs, branding, management, and transportation rolled through.
 - c. 2017 shows a decrease, because not all assessments were received from the city, due to its low staffing and late reports.
 - i. Broke even.
 - ii. 4.7K in rollover money from 2016 was used.
 - d. 2018 rollover is \$594,340 in assessments.
 - i. 146K was leftover.
 - ii. Outstanding is an invoice for 29K
 - iii. 175K was from general benefits, with restrictions of 8.3K for 2016 and 2017, and 4.3K as a part of the invoice in item ii.
 - 3. Jonathan – Receivable
 - a. Sherri – Approximately 13K in General Benefits rollover.
 - b. Griffin – Including November invoice, 175K + 13K = 188K.
 - c. Sherri – At least 147K with 5K ready for collection. The BID needs to program for the 188K.
 - 4. For 2019 the budget is 605K.
 - a. A decision is to be made on the rollover amount.
 - i. Include it in the report to the city.
 - ii. Vote on it.
 - iii. Then the BID will receive 33K and 147K from the invoice.
 - iv. It will allow the BID to execute things that it has planned.
 - b. The Enhanced Safety Program includes cameras, and Wi-Fi is under the Branding Program, and both items are included in this budget.
 - i. These are currently allowances, because quotes are still being received.

- ii. It is an improvement on the original allowance, which was way too low.
- c. Only 76K remains in the Branding Program. Discretionary funds should be added to it.
 - i. Rollover money was used. Up to 10% can be moved from one item to another.
 - ii. The assessment amount cannot be changed, but rollover money can be used.
- d. The price for Wi-Fi decreased approximately to 40K out of the 60K, which may not be enough for Wi-Fi. So add any additional funds to Wi-Fi, or move 10% around.
- e. The exact cost of the cameras and Wi-Fi is unknown. So the amounts for Enhanced Safety and Branding are subject to change, because Enhanced Safety may be too much.
- f. From the 76K, approximately 30K is for the Branding, and approximately 45K is for the Wi-Fi, which may not be enough to launch the Wi-Fi program.
- g. For Branding, 20K was spent on the Jazz Festival, 5K for Halloween, and the banners were paid for last year. The tents were 2K.
- h. Wait for the quotes for the cameras and Wi-Fi.
- i. Changes are allowed as long as a plan is submitted to the city, once allocation is made from all the Assessments plus Rollover.
- j. 188K, and the Assessment and Receive 430K, should add up to numbers here. Adjustments may be required if the assessment fees are not received on time.
- k. A list of Allocations and Rollover will be printed.

B. 2017 990 submittal update

- 1. Sherri – The 2017 990 submittal was approved in the Executive Meeting.
- 2. Dani – They were published. He offered to sign any documents that need to be signed.
- 3. Sherri – They are already signed, because we kept the same ones that were submitted. We just needed some corrections.
- 4. Dani – What were the adjustments that needed to be made?
- 5. Sherri – We had sent the Schedule A attachment in the first submittal, and it was returned, and we did not resend it. So we only sent back the document that they wanted corrections on. So all three documents are here.
 - Monica – So we have the 990, the Schedule A, and the Schedule O.
 - Sherri – They want everything all together.
 - Priscilla – Are those documents easily found?
- 4. Sherri – They will be scanned and uploaded to the Google Drive.

C. 2018 audit update - MTB Accountancy Group

- Sherri – Monica is in communication with Samyr.
- Monica – She called him, and he is going to send us a proposal of what items he is going to need for the audit.
- Sherri – Samyr has access to everything that is uploaded on Check Request, Tax Returns, and everything; so that he can see it, and he also has access to your QuickBooks.

D. 2019 Planning Report and Budget Rollover Allocations

- 1. It was already discussed.
- 2. Sherri – That has to be voted upon, or do you want to wait until you get the other sheet (The Assessment and Rollover printout from item, VIII. A. 4. w.).
- 3. Dani – Vote to approve the current budget for 2019
 - a. Noreen – Move to approve 2019 Annual Planning Report with additional sheet.
 - b. Sherri – The city wants it consolidated.
 - c. Jonathan – Second
 - d. Approved unanimously.

IX. Standing Executive Committee Reports, Discussions, Approvals and Actions:

Members: Dani, Jonathan, Mark and Monica - 20 min

A. December 19, 2018 committee debriefing

- 1. Discussed having Akeemi as a consultant to the board. Dani, Akeemi, and Sherri will discuss Akeemi's role.
- 2. Addressed Priscilla's concerns with BID management

3. Approved CRCD contract, pending the change
4. Approved the Concerned Citizens contract
5. Discussed everything on meeting agenda, and approved the entire agenda. (The agenda was not on hand at the time of this meeting.)
6. Hire a consultant/independent contractor/advisor to:
 - a. Record meeting minutes
 - b. Prepare board meeting documents
 - c. Liaison with management to lighten management's load
 - d. Streamline and increase timeliness of processes
 - e. Keep board on track with items
 - f. Provide training resources for board members
 - g. Create yearly calendar of tasks and events
 - h. Follow up with audits months in advance
 - i. Administrative support and accountability
 - j. Akeemi is not legally allowed to be a consultant until a year after stepping down from board.
 - k. Allocation under General Benefits is best, due to no restrictions.
7. Add item 1 to the city budget submission.
 - a. Allocate it to general benefits.
 - b. 13K is available in the line item to allocate.
 - c. Include this allocation in the 8188 form.
 - d. No more than 20hrs/mo at \$20/hr, => \$400/mo, \$4800/yr
 - e. Redo budget, removing General Benefits to include this item.
 - f. Reduce cost for BID renewal and extension, at the costs of 56K, which is down from 60K, pending a vote on it.
8. The board wants to identify this person and hire very soon
9. Finalize this local board
10. 17 people total on staff
 - a. Michelle will conduct outreach and attending meetings.
 - b. Documents are online and available to inform board members
 - c. Management meetings are regularly scheduled, but not regularly attended by board members.
 - d. Board wants a liaison/executive director
 - e. Management is concerned about duplication of role with liaison.
11. Management understands the board's concerns.
12. Use a part of the 13K General Benefits rollover for board training.
13. The board's role is to:
 1. Provide oversight
 2. Guidance
 3. Ensure that tasks are completed
 4. Track resources
 5. Support management
 6. Support small businesses
 7. A lack of execution on petty items by the board is hindering the board's productivity.
 8. Review/inform itself of all available documentation and resources.
14. The board has limited bandwidth to execute items
15. Write a letter of exception to the city clerk on Akeemi's behalf to use her as a consultant.
16. The Board does not have a problem with Sherri or Urban Design Center and its management role.
17. Checks and balances and review process indicate that Sherri nor Urban Design Center is not at fault.

B. January 9, 2019 committee debriefing

1. Productive and started and ended on time.
2. Reviewed the minutes from the last Executive Committee Meeting.
3. Ratified the contract with CRCD to include a 7th day of work.
4. Reviewed the Urban Design Center BID management contract agreement.
 - a. Jonathan will debrief Sherri on minor changes.
 - i. Board members will provide the auditor with whatever he/she needs.
 - ii. Some semantic word changes will be discussed.

- b. The fee remains the same.
 - 4. The camera contract proposal recommendations were not done.
 - a. The proposals are still being submitted.
 - b. An approved allowance has been made, which is more reasonable than it was before.
 - c. The committee that is tasked with the camera reviews is asked to complete the reviews quickly, and return with a recommendation for approval at the next board meeting.
- C. Urban Design Center BID Management Contract Agreement for 2019
 - 1. Ensure that any changes are included in the submittal to the city.
 - 2. Dani – Motion to approve the contract, subject to the changes that Jonathan mentioned in item IX. B. 4.
 - a. Mark – Seconded
 - b. Approved Unanimously
- D. Urban Design Center BID Renewal and Extension Agreement
 - 1. The Executive Committee and Board Retreat discussed not extending and protecting what already exists.
 - 2. Formation Committee is required to finalize the renewal and extension.
 - 3. The Executive Committee’s recommendation is that the BID does not expand at this time.
 - 4. The Formation Committee is TBD.
 - 5. A letter from the City of Los Angeles that includes dates and deadlines for this item is provided in a handout.
 - 6. Jonathan – Motion to approve the contract in response to whatever the Formation Committee ultimately decides, and brings to the board for a final vote. The contract states that UDC will take responsibility for either just the Renewal or the Renewal and Extension.
 - a. Dani – Seconded
 - b. In answer to a question on the terms, 50K is for UDC, and up to 6K is for the engineering report. \$5,300/mo is the management fee, which is the 50K; the remainder is an additional cost for the extension, which is 10K. The city’s timeline is 24 months, but it was completed in 18 months last time, once every five years to renew and two years to execute it.
 - i. Potentially, the Council Office can contribute to this.
 - ii. The Formation Committee will discuss it in detail.
 - c. Approved unanimously
- E. Wi-Fi and Camera Contract Proposal Recommendations
 - 1. Discussed in the past two Executive Meetings.
 - 2. The Wi-Fi program will go directly to the service providers in the community, such as AT&T and Spectrum.
 - a. Spectrum is currently more likely.
 - b. T-Mobile has not responded yet.
 - 3. Cameras will be placed in the hotspots.
 - a. Research will be conducted to determine where they are needed.
 - b. The rest of the corridor will have dummy cameras, until the budget allows for their replacement with live cameras. Some dummy cameras are as low as \$10.
 - c. Signs will be placed along the corridor to indicate to patrons that they are being recorded. Sample signs are provided and are subject to changes and recommendations.
 - d. Mike Castillo will help with placing the cameras on existing poles.
 - e. Sabrigo will consult on the camera installations.
 - 4. Pictures of hotspots are on the Google Drive for the 20 hotspot locations.
 - a. Four locations will have uber capacity.
 - b. An installation plan has to be worked out with each hotspot property owner.
 - c. An agreement is being drafted to let the property owners know that the BID will pay for the cameras and handle maintenance.
 - d. AT&T completed a survey.
 - e. The user interface and usage terms and conditions will be discussed in the next meeting.
 - 5. Marlon is the new Ambassador Supervisor. He is currently an employee of Concerned Citizens. He will meet with the LAPD to determine the best locations for the hotspots.

- F. Logo Design and Graphic Applications
 1. The protocol is an issue.
 2. Suggest a style guide with different versions according to various applications and events.
 3. The official logo will not be changed without board approval.
 4. Give the users of the logo flexibility to use whatever variations are in the style guide.
 5. Jonathan – Motion to approve the BID’s logo.
 - a. Noreen – Seconded.
 - b. Approved unanimously.
 6. The Branding Committee for this item will discuss Mr. Bowers’ concern for the emphasis of the word “historic” on the branding.

- G. Quarterly Reports and Newsletters

- X. **Standing Branding, Business Development and Events Committee** Discussions, Approvals and Actions:
Members: Priscilla, Clent, Monica, Jerrell, Jhonny and Angela - 20 min

- A. Events:

1. Central Avenue Jazz Festival Tour and Cultural Arts Presentations
 - a. Cultural arts performance elements and costs – Client Bowers
 - i. Terry Burrell has agreed to perform her written version of Ethel Watters. Ethel Watters was famous for playing in movies such as Pinky, His Eyes are on the Sparrow, and Stormy Weather. She is a Bodvillian actress. She was born in 1896.
 - a.) Terry will modify her show for the Jazz Festival.
 - b.) Ephraim at APCH will give a good deal for hosting the play.
 - c.) More money might be required. 5K is allotted, but an additional \$1,500 may be required.
 - d.) The BID will provide lighting and sound.
 - 1.) Terry may need props.
 - 2.) Concerned Citizens is willing to donate props.
 - e.) The shows will be scheduled closer together so APCH will not have to contribute as many employees as last time.
 - f.) The schedule contains 2 shows for Saturday and 2 shows for Sunday.
 - ii. A local musician will be hired, instead of flying in Terry’s pianist from New York.
 - b. Promotions and activations schedule
 - c. 15K is budgeted for the Jazz Festival.
 - d. Noreen – Motion to increase the Jazz Festival budget from 5K up to 6.5K for the Ethel Watters Production.
 - i. Priscilla – Seconded
 - ii. Jonathan – Absent
 - iii. Approved
 - e. Start to activate it this quarter.
 - f. Follow-up with radio stations.
 - g. Promote the list of performers.
 - h. Outreach will be discussed in the committee meeting.
 - i. Include a write-up in the Newsletter.
 - j. Committed to meeting with the Jazz Festival Team and the Council Office. Someone is needed to facilitate the meeting. Noreen will handle it.
2. Halloween Treat or Treat Event, Face Painting and Movies
3. Grants and Fund Development

- B. Promotions and Advertisements:

1. Black History Month Feb 2019
 - a. The committee discussed partnering and collaborating with other organizations.
 - b. Partner with the Jefferson High School Alumni and Jefferson High School.
 - c. The event date is February the 16th.

- d. DJ Sir Jinx, an original member of NWA, is willing to promote the show and collaborate with youth to perform the entertainment.
 - i. He agreed to \$600 in pay.
 - ii. He agreed to do a Youth Talk, a workshop of presenters to talk to the youth, teens, and young adults, with a concentration on traditional and non-traditional careers, college or not, vocations or trades.
 - iii. The presenters will consist of business entrepreneurs and professionals.
 - e. Jefferson High School is conducting the event. The BID's only contribution is as a sponsor to pay for DJ Sir Jinx.
 - f. No Jazz Tour will be provided by the BID for Black History Month.
 - g. The BID wants branding on the promotional flyers as a sponsor and a few banners.
 - h. Priscilla – Motion to sponsor Jefferson High School's Black History Month event with a check for \$600 dollars made payable to Jefferson High School for DJ Sir Jinx and placement of the BID's logo on promotional flyers.
 - i. Noreen – Seconded
 - ii. Jerrell – No
 - iii. Approved
 - i. Dr. Angela James a Sociologist and former African Studies professor wants to volunteer for the Jefferson High School Black History Month event.
2. National Night Out Aug 6th 2019
 3. Hispanic Heritage Month Sep 15th to Oct 15th 2019
 4. Small Business Saturday November 23rd 2019
 5. Winter Wonderland Business Sale Promotion Event with the New 9th – December 2019
- Event items 2 – 5 were skipped, and will be discussed by their respective committees at a later day and time.

C. Business Procurement and Development

1. Business Directory
 - a. 234/265 Business Assessment Surveys were conducted, and the reports are on the Google Drive.
 - b. The reusable shopping bags were a huge hit.
 - c. Trashcans and cleanup were the most requested items.
2. Business social media and promotion platform activations
Page activation for businesses will be placed on the CAHD's webpage: Yelp, Trip Advisor, etc.
3. Business Direct Sales Support
 - a. Build stronger connections with businesses.
 - b. Inform the businesses to make requests to the BID to buy anything needed for the properties and businesses along the corridor to increase business and sales.
 - c. Look for vendors to supply items, such as was done for the street furniture and umbrellas.
 - d. Victor and Michele are assigned to it.
4. Government Vendor Sites and Online Business with Ebay and Amazon
Documentation is provided on the Google Drive.
5. Marketing and Branding Support for New Developments, Businesses and Properties for Lease and Sale on Central Avenue
 - a. Programming was addressed in the Business Assessment Survey.
 - b. Sherri will meet with Mr. Bowers regarding the emphasis on the historic element.
6. Property Owner and Business Resource and Referrals
 - a. Several businesses are seeking to hire, and they are willing to hire locally. They are interested in the BID promoting their available job positions.
 - b. Coordinate with CRCD and Concerned Citizens on the hiring.
 - i. Noreen will lead it.
 - ii. Track this item and its outcome.

XI. **Ad Hoc Central Avenue Resiliency Committee** Discussions, Approvals and Actions: **Members:** Dani, Noreen, Clent, Monica, Jhonny, Griffin and Angela - 10 min

- A. Trash Receptacle Installations and Decals
 1. 30 more trash receptacles are on order.
 2. Historic, business branding, and team members are also proposed for trash can signs.

- B. Tree Planting: Status of 28 trees planted in July 2018 and plan for installation of additional flowering trees and 40 potted fruit trees on Central Avenue and Side Street to the Alley. Love & Water Me Business Support

The vendor that was going to supply the big pots is out of business. Another has been found. The pots are made out of wood, and they are cheaper. They will have a metal band around them to avoid having furniture and trees (clogging the sidewalk?). They will have a small seat on them for people to sit, but not lay down. The activation will begin in the Wi-Fi hotspot locations.

- C. Permanent CAHD Light Pole Signs Identifying the District
 1. 100 permanent signs are recommended.
 - a. Not yet ordered and made
 - b. Needs a vote for approval
 - c. A notification for any treatments or changes or additions will be emailed.
 2. DOT or Building Safety will handle the installations.
 3. Historic will be emphasized

- D. Double Pole Banner Installations - Theme Honoring the Past, Empowering the Future
 1. The city has approved 32 pole banners along Central Avenue corridor. Work with the City Council's Office for more.
 2. The banners contain reflectors for night time.
 3. Sample concepts were distributed via email and handouts, and they are located on the Google Drive.
 4. One side historic, the other a business or team member.

- E. Street Furniture Installations

Ramin - Absent

- F. Central Avenue Publication Content for 4th Square Newsletter 2019

- G. South Central Avenue Street Gallery Wall Banners Installations on various buildings

- H. Branding Monument Signage Concept for Vernon Avenue, Martin Luther King, Jr. Boulevard, Jefferson Boulevard, Adams Boulevard and Washington Boulevard

The city only approved 4 across-the-street banners for the entire 1.5 mile district. The enormous cost compared to the pole banners.

The monument signs cannot be placed everywhere, only the locations listed above. The design, fabrication, and installation require board approval.

Signage will be created to indicate "Historic Central Avenue."

- I. Facade and Building Design Guidelines
 - The remaining items will be discussed in the next Branding Committee Meeting.

XII. **Ad Hoc Illegal Street Vending Committee:** 5 min
 Members: Priscilla, Noreen, Jhonny, Griffin and Felix

- A. Review State and City Street Vending Allowances
- B. Discuss No Trespassing Signage and Street Activation Strategies for Mitigating Business Impact
- C. Discuss disbanding this Ad Hoc Committee and moving activations to the Resiliency Committee.

XIII. **Ad Hoc Parking Demand Management Strategy Committee:** 3 min

CENTRAL AVENUE

Historic Business Improvement District

Members: Dani, Clent, Monica, James and Griffin

- A. DOT Parking Enforcement is Still Needed. Should the Parking Limit Time be Changed from 1 to 2 hours? Should Parking Meters be Installed?
- B. Light Synchronization Needs to Be Improved. Diagonal Parking Still Needs to Be Assessed. What Steps do we Take to Move Efforts Forward?
- C. Discuss disbanding this Ad Hoc Committee and moving activations to the Resiliency Committee.

XIV. **Ad Hoc Homeless Response Committee:** 3 min
Members: Jonathan, James and Edgar

- A. Guide and Database

XV. **Ad Hoc Nominations Committee:** 1 min
Members: Jonathan, Monica, Clent and Priscilla

- A. All 13 board seats are filled with the November 16, 2018 election of Ramin Halavi representing his family owned properties at 4021 & 4109 S. Central Avenue.
- B. Board Terms and Annual Election

XVI. **BID Renewal and Expansion Formation Committee Update**

XVII. **Review New To-Do List** and Confirm Deadlines/Who is Responsible - 5 min

XVIII. **Upcoming Ad-Hoc Committee Meeting Dates:** January 16th and February 20th from 2:00 pm to 4:00 pm.
Location: CAHD Office, 2508 S. Central Avenue, Los Angeles, CA 90011

XIX. **Next Board Meeting:** March 6, 2019

XX. **Adjourn:** Refreshments Served

- A. Dani - Items XII – XVI will be discussed in the next meeting.
- B. Dani – Motion to adjourn this meeting.
 1. Noreen – Second
 2. Approved unanimously.

To-Do List from November 16, 2018 Annual Board Meeting and Retreat

Action Item		Status as of Agenda Posting on January 4, 2019
1	Street activation plan for canopies	Design plan ready for review
2	Meet and greet and survey for BID renewal	Initial What is BID
3	Give letter to Mike for LADOT on meters, light synchronization, diagonal parking on 28 th	No progress

4	Finalize Ambassador contract with Noreen	Completed. Approved during Executive Committee Meeting 12/19
5	Finalize Clean Streets contracts CRCD	To be reviewed and approved during 1/9/19 Executive Committee meeting.
6	Get prices from Spectrum and ATT for WiFi	See list of prices.
7	Expedite rollover expenditure plan and Annual Planning Report	Review and approve during 1/9/19 Executive Committee and Board Meetings.
8	Outreach to people/businesses BID can promote	In progress. See report.
9	Clent will provide details on performers for Jazz Festival	On Board Meeting agenda for 1/9/19
10	Clean Streets report: add per block graffiti clean-up number	To be added to monthly reports.