



**2017-2018  
BID BOARD of DIRECTORS MEETING AGENDA**

Date: September 20, 2018

Day: Thursday

Time: 9:30 AM

Location: HB Art Center  
538 Main Street  
Huntington Beach, CA 92648

<b>1. Call to Order</b>
<b>2. Roll Call</b> Board Members: Matt Peterson, Bob Bolen, Mike Williams, Lizzie Raudenbush, Dave Shenkman, Kate Leigh, Michelle Vespe, and Max Schultz. Past President: Steve Daniels HBDBID Staff: Marianne Tonjes, Darci Henderson
<b>3. Public Comments</b> <i>This is the time of the meeting for the Board of Directors to receive comments from the public regarding items of interest or agenda items. Pursuant to the Brown (Open Meetings) Act, the Board of Directors may not enter into discussion regarding items not on the agenda. Each speaker is allowed three minutes, and time may not be donated to another speaker.</i>
<b>4. Approve Minutes</b> a. <b>Recommendation:</b> Adopt the Minutes of the August 15, 2018, Board Meeting. Attachment 4a. b. <b>Recommendation:</b> Adopt the Minutes of the September 5, 2018 Special Board Meeting. Attachment 4b.
<b>5. President Report</b> a. Information: Matt Peterson will provide a report.
<b>6. Treasurer Report - Financials</b> a. Information: Treasurer Mike Williams will report on the current financial information provided by the CPA. <b>Recommendation:</b> Approve the July financial report for the HBDBID and Surf City Nights CPA. Attachment 6a.
<b>Staff Reports:</b>
<b>7. BID Manager Contractor</b> a. Information: Marianne Tonjes will report on BID activities. b. Information: The city of HB has asked that the HBDBID adopt a Records Retention Policy and she will be working with the City on the language and bringing it to the Board at the October meeting.



## 8. Events Coordinator

- a. Information: Darci Henderson will report on Surf City Nights and potential 5<sup>th</sup> St. activities on Tuesday.
- b. Information: Darci Henderson will provide a recap on Surf City Days
- c. Information: Darci Henderson will discuss upcoming events such as Halloween Fest and Miracle on Main St.
- d. Information: Darci Henderson will explain the proposed Surf City Nights Vendor Fees. Currently BID members who have a booth in front of their business have not paid. Attachment 8c.

**Recommendation:** Approve the Surf City Night's BID Member Fee of \$25/week effective October 1, 2018.

## Other Committees

## 9. Events

- a. Information: Pat Rogers will provide a committee update.
- b. Information: Pat Rogers will provide information on the proposed Surf City Night BID Member booth limit and rotation policy.

**Recommendation:** Approve a 20 BID member booth limit on a rotating monthly basis for Surf City Nights.

- c. Information: Pat Rogers will provide information on Halloween Fest and the committee's request to increase the budgeted amount for the event by \$3,500 for a total of \$11,000 for the budget.

**Recommendation:** Increase the budget for Halloween Fest by \$3,500.

## 10. Nomination

- a. Information: Steve Daniels will provide a committee update on the upcoming elections.

## 11. New Business

- a. Information: Board Secretary Kate Leigh has asked that the Board consider a change to the budget for the Pacific Air Show to include an additional \$5,000 for a sponsorship of the event for a total \$10,000 for the budget.

**Recommendation:** Approve up to \$5,000 to Code 4 for a Pacific Air Show sponsorship.

## Other



**12. City of HB Business Development Update**

- a. Information: A representative from the City of Huntington Beach may report on important issues regarding businesses and new development in the downtown business improvement district.

**13. Announcements**

**14. Adjournment**

- a. The next HBDBID Board Meeting is October 11, 2018.

In accordance with the Ralph M Brown Act, Huntington Beach Downtown BID agendas are available for public review outside the City of Huntington Beach Council Chambers at 2000 Main Street and the HBDBID office 315 3<sup>rd</sup> Street, Suite E at least 72 hours prior to each meeting and 24 hours prior to special meetings. Questions on agenda items may be directed to Marianne Tonjes, HBDBID Manager, at 714-536-8300.