



**2017-2018  
HBDBID EXECUTIVE COMMITTEE  
SPECIAL MEETING MINUTES**

Date: April 6, 2018  
Location: BID Office  
315 E. 3<sup>rd</sup> St. Suite E  
Huntington Beach, CA 92648

Day: Friday  
Time: 10:00 AM

1. Call to order at 10:03 a.m. by Matt Peterson
  - a. Roll Call: Matt Peterson, Bob Bolen, Mike Williams, and Kate Leigh. Staff present: Marianne Tonjes and Darci Henderson.
2. Public Comments: None
3. Approve Agenda: Kate Leigh motioned and Bob Bolen seconded. Vote 4-0.
4. BID Manager Contract

The committee discussed that the current contract for the BID Manager is missing the event management section. They also discussed the organizational structure and whether the Surf City Night's contract should be overseen by the BID Manager in the new contract. Marianne Tonjes stated that the current BID Manager contract cannot oversee the Surf City Night's contract. They were in consensus that a new scope of work needed to be developed.

Recommendation: To approve recommending to the Board of Directors that a 30 day notice to terminate the BID Manager contract be served to the current BID Manager.

Motion made by Kate Leigh. Seconded by Bob Bolen. Vote 4-0.

5. Surf City Night's Contract

The committee discussed the current contract for the Surf City Night's Manager. Matt Peterson stated that the health and affordability of the organization needs to be considered.

There was a discussion of the current salary paid to the Surf City Night's Manager and that it included a base pay and a commission structure that fluctuates based on Surf City Night's income and expenses.



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There was also a discussion regarding a lack of oversight of the contract and that it currently states that the Surf City Night's Manager reports to the Chair of the Events committee. They discussed the need to recreate a new scope of work and payment structure in the future.

There was discussion whether the Surf City Night's Manager needed to have access to the office to fulfill her contract. Matt Peterson stated that the locks should be changed and access should be allowed when other staff is present.

Recommendation: To approve recommending to the Board of Directors that a 30 day notice to terminate the Surf City Night's Manager contract be served to the current Surf City Night's Manager.

Motion made by Kate Leigh. Seconded by Bob Bolen. Vote 4-0.

6. Adjournment: The meeting was adjourned at 11:05.

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 at least 72 hours prior to each meeting, or 24 hours for special meetings. Questions on agenda items may be directed to Marianne Tonjes, BID Manager, at 714-536-8300.