



**HUNTINGTON BEACH DOWNTOWN
BUSINESS IMPROVEMENT DISTRICT**

www.hbdowntown.com

EVENTS COMMITTEE MEETING AGENDA

Date: Wednesday, Sept. 5, 2018

Time: 12 Noon – 2pm

Location: 5th & PCH, 155 5th St #111, HB 92648

- I. Call to Order. Roll Call.
- II. Review Agenda for Sept. 5, 2018
 - a. Recommendation: approve agenda
- III. Review Minutes of Events Committee Meeting of April 24, 2018
 - a. Recommendation: approve minutes
- IV. Review Minutes of Events Committee Meeting of August 16, 2018
 - a. Recommendation: approve minutes
- V. **Surf City Days** – (12-1pm)
 - a) Review & discuss activities for Sept. 15 and 16
 1. Old Skool Skate – Sat., Sept. 15 (10am – 4pm) Kevin Ashford & Pat Rogers
 2. Dory Races, Surfing Competition – Brett Barnes
 3. Volleyball Event(s) – Brett Barnes
 4. Pier Events/Activities Supervised by Jodi McKay
 5. Misc. activities related to Surf City Days
 - b) Marketing
 1. Review budget of expenses
 - i. Social media posts (Facebook & Instagram)
 - ii. Send info to VHB and other media channels (i.e. Surf City Family, Daily Pilot)
 - iii. Printed collaterals (i.e. posters, postcards & flyers)
 - c) BID Staff Duties
 1. Set-up & Tear Down – not anticipated to require staff hours on Sept. 15-16
 2. Supplies needed for events – not anticipated to require BID supplies
- VI. Recommendations for BID Board of Directors for Approval, and general discussion/review.
 - a) **Mission Statement** for Events Committee – currently there is no “mission statement” for Events Committee. Review submissions from committee members. Vote on recommendation to BOD.

VII. **Surf City Nights** - (1-2pm)

- a) Discuss responsibilities for Events Committee as it relates to Surf City Nights.
 - 1. Budget of income and expenses?
 - 2. Policies, regulations in place
 - 3. Identify & list issues for future review at committee meetings

- b) Discuss BID member booths for Surf City Nights pertaining to quantity and fees. Discuss rotation of booths to create opportunities for those who wish to participate.
 - 1. Recommendation: Establish options to present to BID Board.

VIII. NEXT Meeting – Wed., Oct 3rd