



**2018-2019
BID BOARD of DIRECTORS MEETING AMENDED AGENDA**

Date: February 14, 2019
Location: HB Art Center
538 Main Street
Huntington Beach, CA 92648

Day: Thursday
Time: 9:00 AM

1. Call to Order
2. 2017-18 Board of Director's Roll Call Board Members: Dave Shenkman, Brett Barnes, Kate Leigh, Moe Kanoudi, Mike Williams, Michelle Vespe, Murat "Coach" Koc, Danny Othman, and Susie Worthy. Past President: Matt Peterson HBDBID Staff: Darci Henderson
3. Public Comments <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>
4. Approve Minutes a. Recommendation: Adopt the Minutes of the January 17, 2019 Board Meeting. Attachment 4a.
5. Treasurer Report – Financials a. Information: Treasurer Kate Leigh will report on the current financial information provided by the CPA. Attachment 5a. Recommendation: Approve the December 2018 accountants' compilation report for the HBDBID, Surf City Nights, and Malco.
6. President Report a. Information: Dave Shenkman will provide a report. b. Information: Updates on: Security RFP, meeting with VHB, Police, IDA, staffing deficiency. c. Discussion on BID leadership following the resignation of Marianne Tonjes.
Committee Reports:



7. Budget and Finance

- a. Information: Chairperson Kate Leigh will report on information discussed at the committee meeting. Kate Leigh will announce two Task Forces created to address By-Laws and Bid assessment collection.

Staff Reports:

8. BID Staff - Darci Henderson will report on BID activities.

- a. Information: The new HBDBID website developed by Salt Creative is almost complete. There is a request for additional funds to add Surf City Nights forms that were not in the original scope of work.

Recommendation: Approve up to \$750.00 as requested to Salt Creative for the completion of the website.

9. Events Coordinator - Darci Henderson will report on Surf City Nights.

- a. Information: To streamline accepting vendor payments the Budget and Finance committee recommends using Quickbooks to accept online ACH payments.
- b. **Recommendation:** Approve the use of Quickbooks to accept online ACH payments.

Other:

10. Security schedule

- a. Information: Board discussion to change the Monday thru Friday security schedule to include busier days downtown.
- b. **Recommendation:** Approve a new 5 day schedule for security.

11. Discussion on 2019 Air Show

- a. Board discussion about The Great Pacific Air Show 2019.

12. Administrative assistant

- a. Information: There is an immediate need for an administrative assistant to assist Darci Henderson in daily operations. An administrative assistant position was approved in June 2018 and has been budgeted for.

Recommendation: Allow Darci Henderson to use Indeed, a temp agency, and other resources to advertise for a part time administrative assistant.

13. 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



Huntington Beach Downtown Business
Improvement District
www.hbdowntown.com

business improvement district.

14. Announcements

15. Adjournment

The next HBDBID Board Meeting is March 14, 2019.

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 3rd 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 staff at info@hbdowntown.com or 714-536-8300.