



HUNTINGTON BEACH DOWNTOWN BUSINESS IMPROVEMENT DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Date: March 6, 2024

Day: Wednesday

Location: Memorial Hall, 1718 Orange Ave, HB, Ca 92648

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Time: Meeting called to order at 4:01

Roll Call-Members Present: Moe Kanoudi, Tony Duran, Susie Smith, Sandra Schulz-Taylor, Bob Bolen, Nicole Lido

Excused Absences: Peter "PT" Townend is in Australia, Darrick Hearn out ill

Additional Attendees: Kim Kramer, Lt. Brian Smith-HB Police Community Outreach Bureau, Darrin Witt-Battalion Chief at Huntington Beach Fire Department, Lee Love-Recording Secretary, Kriss Casanova-Economic Development Manager

Public Comments: None

Meeting Minutes:

- **Action:** Record and file meeting minutes from the February 8, 2024 board meeting.
- Motion to approve made by Tony; seconded by Mo.
- **Motion passed.**

New Board Member:

- **Action:** Vote to approve Adam Schell, Owner/Operator of Cruisers Pizza Bar & Grill for vacant HBDBID Board of Directors position.
- Motion to approve made by Susie; seconded by Sandy.
- **Motion passed.**

Finances:

- Sandy Schulz-Taylor will report on the financial information provided this morning at 11 AM (too late to review) by the CPA at the next meeting.
- Bank statements will be attached to financials
- Petty cash fund is for parking stickers (\$100 kept in/\$400 cash right now) certified letters and taxes
- **Recommended action:** Record and file accountant's compilation reports for HBDBID.

President's Report:

- Office lease – rent to increase by \$900 (less \$300 for tax write off).
- City Contract -pending—need to discuss with City Attorney.
 - Discussion included \$66K owed to City of HB for JCL regarding street closures on Tuesday nights.
 - JCL charges \$1400/closure and the City splits the cost with the BID.
- Office furniture/supplies- Susie spent \$440 on file cabinets. Maximum approved expenditure tabled until the next meeting.
- Paid \$350 to Jodie Goble for SCN music and sent certified letter terminating services.
- Google Docs -pending.
- Margaret is a Temporary Employee through Apple One who works Mondays – Thursdays from 9AM – 2PM. She is entering all stakeholders into CRM.

City Updates:

- **Community and Library services Department** – Molly Uemera, absent, no report.
- **City Liaison** – Kriss Casanova-no report.
- **HBPD** – Brian Smith reported on crime statistics and handed out fliers with information.
- **HBFD** – Darrin Witt — Passed out flyer with updates.
- **Marine Safety** - no report.

HB Downtown Committee Updates:

- **Marketing & Events chair**, PT Peter Townend ---absent.
- **Stakeholder Relations chair**, Tony Duran – we have more team members. Bob suggested we have a general meeting for stakeholders each quarter plus an annual one.
- **HB Downtown Task Forces:**
 - **SCN chair** Susie Smith – reviewing rules & regs and updating—in process.

- **BOD handbook/orientation** Nicole Lido has updated website. Susie asked if anyone had copies from the binder.
- Create & assign/update chairs for new & mandatory committees.
- Events – Chili Cook-off, Halloween, Christmas, etc., Car shows, etc.
 - Not all members of committees must be BID members
- SCN – We have a task force
- SCAF – We have a standing contract for Artisan Fair
- Marketing –Tony offered to co-chair with PT. He has a background in Marketing
 - New Logo - tabled
 - CRM Newsletter-Nicole offered to edit
 - Stakeholder outreach
- Beautification – Lighting BOB BOLEN & Kelli
- Bylaws – Nicole Lido
 - Sandy says they ordered the by laws to get done, and Jamie has them
- Nominating (bylaws) done
- Executive (bylaws) done
- Budget & finance (bylaws) Sandy & Mo (co-chair)
 - Contracts (BOB BOLEN)

Discuss Options for Recording BID Meetings for Stakeholders:

- **Recommended action:** vote on system and funding (stakeholder outreach) Nicole suggested sending out bulleted updates. Tony to figure it out.

Discuss Budget for Stenographer to take minutes at Board Meetings:

- **Action: Vote** to approve budget for a stenographer.
- Nicole motioned to approve a budget of \$40/hr.; Sandy seconded.
- **Motion passed.**

Discuss and Approve SCN contract with Mary Ann Senske:

- Mo motioned to pay \$500 each week for the next 2 (two) weeks (2PM – 10PM on Tuesdays); Sandy seconded.
- **Motion passed.**
- The Executive Board is reviewing the contract submitted by Mary Ann by Monday or Tuesday. Once all is reviewed, a special board meeting will be held.
- Kriss suggested speaking to City Atty about the contract.
- Nicole will issue an RFP for SCN contractor.

Discuss Executive Director Position:

- Is an Executive Director necessary?
- There is no official opening currently.
- We need a job description.
- We need a budget.
- Mo mentioned one candidate applied, and it was suggested Susie respond that we have no opening at this time.
- We need to avoid hiring any employees.

Discuss transition in office staff assistance with Jamie Strong, Kim-Erin Justice, Madeline Gates:

- **Recommended action:** vote and approve the financial amount to spend on assistance, as we may need Jamie or Kim-Erin to work with temp for a couple of hours.
- Motion by Mo to approve a Maximum of \$50 hour with a maximum of 4 hours; seconded by Sandy.
- **Motion passed.**

Social media contractor: Tabled.

Storage garage lease:

- **Action:** Renew Lease of Single car garage on Acacia from Bob Khoury for \$5500 per year.
- Sandy motioned to approve; Mo seconded.
- **Motion passed.**

Discussion Topics and Announcements:

- March 20 Open House at Visit HB
- Third annual Kite Festival on Saturday, March 16 (Pre-opening on Friday, March 15)

Old Business:

- Jamie Strong & Kim Erin Justice exit checks –tabled until we get the financials.

New Business: None

Adjournment at 5:30

The next HBDBID Board Meeting will be as follows:

Board of Directors Meeting scheduled for Wednesday, April 3, 2024

Minutes recorded and respectfully submitted by: Lee Love