



**2018-2019
BID BOARD of DIRECTORS MEETING MINUTES**

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 9:05am
2. 2017-18 Board of Director's Roll Call Board Members Present: Dave Shenkman, Brett Barnes, Kate Leigh, Moe Kanoudi, Mike Williams, Michelle Vespe, and Susie Worthy. Past President: Matt Peterson. Absent: Murat "Coach" Koc, Danny Othman, and Past President Matt Peterson. HBDBID Staff: Darci Henderson
3. Public Comments No public comments
4. Approve Minutes a. Kate Leigh motioned to record and file the January 17, 2019 BID BOD Minutes, Mike Williams seconded. Vote 7-0.
5. Treasurer Report – Financials a. Kate Leigh reported on the December 2018 accountants' compilation report. Kate stated the financials look good but would like to meet with the accountant to request different reports. Mike Williams motioned to approve the December 2018 accountants' compilation report for the HBDBID, Surf City Nights, and Malco, Brett Barnes seconded. Vote 7-0.
6. President Report a. Dave Shenkman reported the RFP for Security is being sent out. Dave shared he attended the VHB next presentation. Dave met with Assistant Chief Kelly Rodriguez who added an officer to the homeless taskforce. Dave spoke with Dave Downey, CEO of the IDA, about the IDA report being two years old and what still applies. Dave also met with Kurt Cogey CEO of the Long Beach Downtown Association to discuss leadership ideas to move the BID forward. b. Dave Shenkman reported that BID manager Marianne Tonjes has resigned. Dave stated the Executive Committee would meet to discuss the best way to move



forward.

Committee Reports:

7. Budget and Finance

- a. Chairperson Kate Leigh reported on information discussed at the committee meeting. Kate announced the budget review task force includes Kate Leigh, Mike Williams, Dave Shenkman, and Darci Henderson. They will have 60 days to review and bring any recommendations to the Board for a vote. Kate announced the BID Assessment task force will include Kate Leigh, Mike Williams, Dave Shenkman, Nicole Thompson, and Darci Henderson. They will have 90 days to meet with the City to review and streamline BID assessment collection and reimbursement process and report back to the Board. Kate announced the Bylaw task force includes Nicole Thompson, Stephanie Wilson, and Tony Duran. They will have 90 days to review and suggest changes to the Finance / Governance Committee who will bring their recommendations to the Board for a vote.

Staff Reports:

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

- a. Darci Henderson reported 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. Darci added she had discussed with the web developer a reduction in the requested amount due to the amount of time taken to complete the project. He agreed to do the forms for \$375.00 vs the original request of \$750.00.

Kate Leigh motioned to approve up to \$375.00 as requested to Salt Creative for the completion of the website, Michelle Vespe seconded. Vote 7-0.

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

- a. Darci Henderson presented the need to streamline accepting online vendor payments. The Budget and Finance committee recommends using QuickBooks to accept online ACH payments.
- b. Brett Barnes motioned to approve the use of QuickBooks to accept online ACH payments from vendors, Kate Leigh seconded. Vote 7-0.

Other:

10. Security schedule

- a. Board discussion concluded to change the current 5 day Monday thru Friday security schedule to include Saturday and Sunday.
- b. Michelle Vespe motioned to approve a new variable 5-day schedule for security to



include Saturday and Sunday, Danny Othman seconded. Vote 7-0.

11. Discussion on 2019 Air Show

- a. Board discussion about The Great Pacific Air Show 2019 concluded to turn in a Specific Events application for Main Street. A Task Force will be formed at a later date.
- b. Brett Barnes motioned to direct Darci Henderson to prepare and turn in a Specific Events application for Main Street for the Air Show 2019 weekend, Moe Kanoudi seconded. Vote 7-0.

12. Administrative assistant

- a. Board discussion regarding the 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.

Moe Kanoudi motioned to allow Darci Henderson to use Indeed, a temp agency, and other resources to advertise for a part time administrative assistant for 24-32 hours per week, Kate Leigh seconded. Vote 7-0.

13. City of HB Business Development Update

- a. No report.

14. Announcements

- a. Kate Leigh announced 5th and PCH is going up for sale. Kate also announced that HQ Gastro Pub will be adding a speak easy.
- b. Moe Kanoudi shared the lighting between the fountain and parking garage entrance is being changed out to brighter led lights.
- c. Moe also stated the parking garage elevators are not working and have a 40 year old system. He would like the oversite to be changed from community services to public works. Moe added a golf cart should be purchased to help residents and visitors get to their cars when the elevator is down.
- d. Dave Shenkman announced the Kite Party will be March 9th and 10th.

15. Adjournment

Michelle Vespe motioned to adjourn the meeting, Kate leigh seconded. Vote 7-0.
Meeting adjourned at 10:09.

The next HBDBID Board Meeting is March 14, 2019.



**Huntington Beach Downtown Business
Improvement District
www.hbdowntown.com**

*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.*