

2017-2018

BID BOARD of DIRECTORS SPECIAL MEETING MINUTES

Date: June 21, 2018
Location: HB Art Center
538 Main Street
Huntington Beach, CA 92648

Day: Thursday
Time: 9:00 AM

1. Call to Order

2. Roll Call

Board Members: Matt Peterson, Bob Bolen, Mike Williams, Dave Shenkman, Kate Leigh. Past President: Steve Daniels.
Absent: Max Schultz, Susie Smith, Dick Thorpe. Lizzie Raudenbush-Approved leave.
BID Staff: Marianne Tonjes

3. Public Comments

Tak from Action Sport Canopies put up a canopy in the room and discussed the canopies he can make for BID members and SCN vendors at a discount.

Resident Tina Tiffany asked if the BID had an answer regarding the donation to the HB Art Alliance. BID Manager Marianne Tonjes stated that she would check again on the status.

4. Approve Minutes

a. Recommendation: Adopt the Minutes of the May 30, 2018, Board Meeting.

Motion: Mike Williams; Second: Kate Leigh; Vote 5-0.

5. President Report

a. Information: Matt Peterson provided a report stating that the BID is cutting costs on events, including SCN and will be concentrating on beautification and security to improve the perception of downtown.

6. Treasurer Report - Financials

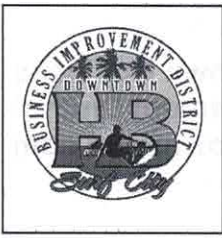
a. Information: Treasurer Mike Williams reported on the current financial information provided by the CPA.

Recommendation: Approve the April and May financial report for the HBDBID and Surf City Nights CPA. Attachment 6a.

Motion: Bob Bolen; Second: Kate Leigh; Vote 5-0.

Staff Reports:

7. BID Manager Contractor



- a. Information: Marianne Tonjes reported on BID activities and Chili at the Beach. She stated that the event and no negative incidents were reported. Crowds appeared to be a record levels and vendors, entertainers and visitors all expressed positive comments. She also stated that we will have financials at the next Board meeting.

8. Events

- a. Information: Darci Henderson will report on Surf City Night activities. Darci was not present so BID Manager Marianne Tonjes reported that we are making some gradual changes and trying to recoup SCN records.

Standing Committee Reports

9. Executive

- a. Events Calendar

Information: The HBDBID manages Surf City Nights every Tuesday throughout the year. These events required significant staff time and costs. The HBDBID also manages and executes the following signature events: Chili at the Beach; Surf City Days; Halloweenfest; Miracle on Main Street. The HBDBID will also sponsor and promote other HBDBID Board approved events, such as Surf-o-Rama.

Recommendation: Approve the following signature HBDBID Events: Chili at the Beach; Surf City Days; Halloweenfest; Miracle on Main Street.

Motion: Dave Shenkman; Second: Mike Williams; Vote: 5 - 0.

- b. Events Coordinator Job Description

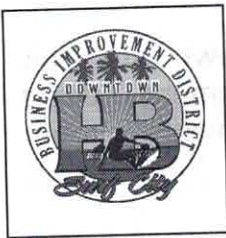
Information: A new position for a HBDBID employee is required to handle both Surf City Nights and all HBDBID approved events. Attachment 9b.

Recommendation: Approve the recommendation from the Executive Committee to accept the new job description for Events Coordinator.

Motion: Kate Leigh; Second: Mike Williams; Vote 5 - 0.

- c. Events Coordinator

Information: Darci Henderson has been performing some of the current event duties for Surf City Nights and during HBDBID events while in the Administrative Assistant



position. The Administrative Assistant position would then be open and we will start to recruit immediately. A HBDBID employee would be more effective than a consultant for this position.

Recommendation: To promote Darci Henderson to Events Coordinator at \$25/hour for up to 36 hours per week effective July 1, 2018.

Motion: Kate Leigh; Second: Bob Bolen; Vote: 5 - 0.

d. HBDBID Manager Contract

Information: The Independent Contractor in the HBDBID Manager position, Marianne Tonjes, needs to have the name on the contract changed and some changes made to the Scope of Work due to the addition of the Events Coordinator position. Attachment 9d.

Recommendation: Approve the amended Scope of Work, and name on the contract, for the Independent Contractor in the HBDBID Manager position from Marianne Tonjes to Tonjes Consulting, LLC.

e. Board of Director's Resignation

Information: The Executive Board accepted the resignation of Susie Smith on June 12. The Surf City Nights Committee was abolished and Patricia Rogers will be the new Event Committee chair.

Recommendation: Approve the resignation of HBDBID Board Member Susie Smith on June 12.

Vote: Kate Leigh; Second: Dave Shenkman; Vote: 5-0.

f. Board of Directors

Information: Discuss Board Member Dick Thorpe's status as member of the Board of Directors.

Recommendation: Approve the removal of Dick Thorpe as Board member of the HBDBID effective June 21, 2018.

Dave Shenkman stated that he thought Dick Thorpe was influenced by others in sending out the petition.

Vote: Kate Leigh; Second Mike Williams; Vote: Yes-3, Abstentions-2, Dave



12. Announcements: None

13. Adjournment: The meeting was adjourned at 10:35 a.m.

a. The next HBDBID Board Meeting is July 12, 2018.

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