



**2017-2018  
HBDBID EXECUTIVE COMMITTEE  
SPECIAL MEETING MINUTES**

Date: June 15, 2018  
Location: Visit HB  
301 Main Street, Suite 212  
Huntington Beach, CA 92648

Day: Friday  
Time: 1:15 pm

1. Call to order at 1:15 pm

- a. Roll Call: Matt Peterson, Bob Bolen, Mike Williams, and Kate Leigh.
- b. Staff Present: Marianne Tonjes

2. Public Comments:

*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.*

1. Approve Minutes

- a. Approve Minutes of the April 6, 2018 and May 30, 2018 meetings.

Motion by Kate Leigh; Second by Mike Williams. Vote: 4-0

Past President Steve Daniels arrived

2. Events Coordinator

- a. Information: An Events Coordinator is needed to oversee Surf City Nights and other HBDBID approved events. Darci Henderson has been performing many of these duties.

There was a discussion regarding the budget and since the salary will be much less, and there will be no more bonuses, compared to the last contractor for Surf City Nights, there was sufficient money to hire an employee for this position.

Recommendation: Approve submitting the recommendation to the Board of Directors for Darci Henderson to become the Events Coordinator for up to 36 hours per week at \$25/hour effective July 1, 2018.

Motion by Mike Williams; Second by Kate Leigh. Vote 4-0



### 3. Additional Office Support

- a. Information: Additional assistance is needed to cover the office and provide administrative support and data input. Currently Darci Henderson is the Administrative Assistant.

There was discussion regarding the need to replace Darci if her appointment to the Event Coordinator position is approved by the Board.

Recommendation: Approve opening the position of Administrative Assistant.

Motion by Mike Williams; Second by Kate Leigh. Vote 4-0

### 4. Elimination of the SCN Committee

- a. Information: Eliminate the SCN committee due to SCN being a BID event.

There was a discussion regarding adding this component to the Event committee. The most recent Chair, Susie Smith resigned from the Board.

Recommendation: Approve the elimination of the SCN committee.

Motion by Mike Williams; Second by Bob Bolen. Vote 4-0

### 5. Events

- a. Information: Due to limited staff we need to eliminate some events. We will continue to market all downtown events sponsored by other organizations.

Marianne Tonjes stated that although we may need to eliminate some events, we would continue to collaborate with other groups as approved by the Board of Directors.

Recommendation: Approve submitting to the Board of Approve the elimination of all but the following events: Chili at the Beach; Surf City Days; Air Show (Main St.); Halloweenfest; and Miracle on Main.

Motion by Mike Williams; Second by Kate Leigh. Vote 4-0

### 6. Events Committee Chair

- a. Information: With the resignation of Susie Smith a new committee chair is needed.



Recommendation: Approve Patricia Rogers as the new committee chair for Events.

Motion by Mike Williams; Second by Kate Leigh. Vote 4-0

#### 7. Board of Directors

- a. Information: To discuss the resignation of a Board member and make a recommendation to the Board.

Recommendation: Approve the request that the Board of Directors accept the resignation of Susie Smith effective June 12, 2018.

Motion by Kate Leigh; Second by Mike Williams. Vote: 4-0

#### 8. Board of Directors

- a. Information: To discuss the removal of Dick Thorpe as member of the Board of Directors and make a recommendation to the Board.

Kate Leigh suggested nominating Bud Weirenga. Bob Bolen suggested Jason Hilbert from Easy Rider. The Nomination Committee which includes Nicole Thompson, Stephanie Wilson, Steve Grabowski and the chairperson Steve Daniels, will discuss candidates. There was a discussion on having Board members being positive team players and not using their Board member status on negative campaigns.

Recommendation: Request that the Board of Directors remove Dick Thorpe as Board member of the HBDBID effective June 21, 2018.

Motion by Kate Leigh; Second by Mike Williams. Vote: 3-1 Bob Bolen

#### 9. Fiscal Year Change

- a. Discuss the city's proposal to rescind the move of the 2018-19 fiscal year to July 1, 2018, and make a recommendation to the Board. The fiscal year would remain September 30, 2018 for this year. This will involve rescinding the 2017-18 modified budget, and keeping the current budget through September 30, 2018.

There was discussion that the change to July 1 fiscal year did not allow enough time to make changes and report on actions taken by the HBDBID. Matt discussed the proposal he is working on for a pilot security program to begin in July with vetted and trained security for \$50,000.



Recommendation: To recommend to the Board of Directors to rescind the change of the July 1 fiscal year and modified budget to September 30, 2018.

Motion by Kate Leigh; Second by Mike Williams. Vote: 4-0

#### 10. Announcements

Bob Bolen stated that he contacted the bus bench company and they stated they could remove the concrete bus benches and put in new ones. He discussed how he would like the HBDBID to receive potentially 15% of the advertising revenues.

#### 11. Adjournment

The meeting was adjourned at 2:25 pm

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