

Date: February 8th, 2024
Location: Surf City Ale House
301 Main St #101
Huntington Beach, CA 92648

Date: Thursday
Time: 1:00PM

Public Comments: Members of the public wishing to participate in the HBBID board meeting by submitting public comments on agenda or non-agenda items, can submit one communication per person of 300 words to info@hbdownatown.com. Public comments received in this way will be included as part of the meeting and read aloud to the Board during the meeting. Public Comments must be received by 4:00 PM Wednesday, February 7th, 2024, in order to ensure inclusion into and read during the meeting.

BID Board of Directors **BOD Agenda** **February 8, 2024**
Call to Order

Roll Call

BID Board Members: Susie Smith, Tony Duran, Sandra Schulz-Taylor, Moe Kanoudi, Bob Bolen, Darrick Hearn, Nicole Lido, Peter "PT" Townend

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 Meeting) Act, the Board of Directors may not enter discussion regarding items not on the agenda. Each comments communication via e-mail will be read and entered into the minutes. Communications are limited to 300 words or less.

1. Approve Minutes

Review Meeting Minutes from January 18, 2024 Board Meeting and January 29, 2024
Emergency Board Meeting

Recommended action: Record and file meeting minutes from the January 18, 2024 and January 29, 2024 Emergency Board Meeting

2. Treasurer Report-Financials

Treasurer Sandra Schulz-Taylor will report on the financial information provided by the CPA.

- a. December financials
- b. Bank accounts
- c. It has been requested that bank statements be included in the financial reports.
- d. Checking account signers

Recommended Action: Record and file accountants' compilation reports for HBDBID.

3. President's Report

President Susie Smith will provide an update on Downtown and HBBID matters.

- a. Office keys
- b. The accountant followed up with Jaime Strong on missing information for the 1099s
- c. Credit card for the BID in the office
- d. Missing thumb drive

- e. Nicole Lido will be helping post official business on the website and updating the orientation HBDBID Orientation Reference Manual
- f. Moving forward minutes will reflect excused and unexcused board member absences.
- g. Office lease
- h. Contract between the City and the BID signed in 2022

4. City Updates:

Representatives from the City of Huntington Beach will provide updates on issues regarding the Downtown Business Improvement District.

- a. Community and Library Services Department- Molly Uemera
- b. City Liaison – Kriss Casanova
- c. HBPD
- d. HBFD
- e. Marine Safety

5. HB Downtown Committee Update:

- a. Marketing & Events Committee:
 - i. Update from Committee Chair, Peter “PT” Townend
- b. Stakeholder Relations Committee Chair, Tony Duran
- c. SCN Task Force update, Susie Smith

6. Creation of Sub committees and task forces

- a. Events
- b. Surf City Nights
- c. Surf City Artisan Fair
- d. Bylaws
- e. Contracts
- f. Marketing
- g. Stakeholder outreach
- h. Board member handbook and orientation.

Recommended Action: Discuss and approve the subcommittees and task forces.

7. Update on active litigation from the City Attorney’s Office

8. Office remodel

- a. Susie will present a budget for an office remodel & printer.

Recommended Action: Discuss and approve remodel budget for the office.

9. Discuss options for video recording BOD Meetings

10. Surf City Nights Temporary Operator

Review and approve proposal from Maryanne Senske to oversee Surf City Nights during the month of February and evaluate status of the market as a consultant.

Recommended Action: Discuss and approve Maryanne Senske to oversee SCN during the month of February.

11. Surf City Nights Updates

- a. Parking stickers

- b. Billing, vendor absence, attendance, marketing, and stake holder booths
- c. Open the position up for Market Manager proposals. Discuss avenues for marketing the position.
- d. Volunteers to run the market until a manager has been approved if 10.d. does not pass

12. Executive Director

Open the position up for Executive Director submissions. Discuss avenues for marketing the position. Create a hiring task force.

Recommended Action: Discuss and approve opening the Executive Director position. Creation of the Executive Director hiring task force.

13. Contracts

- a. Discuss missing contract, absence of fully executed contracts, and next steps in staffing, contractor vs. employee.
- b. If the City Attorney's office cannot draft temporary contracts discuss and hire an HR/municipal law firm to draft a contract for the temporary position of SCN Operator and 30-day Executive Director contracts. Contract costs not to exceed \$500 per contract.

Recommended Action: Discuss and approve hiring an HR/Municipal Law firm to create contracts. Contracts will be executed pending board approval.

14. Checks paid to Madeleine Gates, Kim-Erin Justice and Jaime Strong upon exit.

15. Surf City Artisan Fair

Discuss obligations to SCAF: Billing, marketing, and decision on market closure due to weather.

16. Vacant Board of Directors position

Discuss position and Stakeholders recommendations.

Recommended Action: Discuss and approve new HBBID Board of Director.

17. Discuss the position of Past President

18. Board of Directors time, date, and length of the meetings

Discuss meeting time and date options.

Recommended Action: Discuss and approve Board of Directors time, date, and length of the meetings.

19. New Business

20. Old Business

21. Discussion Topic and Announcement – 5 minute limit per topic

22. Adjournment

The next HBDBID Board Meeting will be held (as determined per discussion item #18)