**BID ADVISORY BOARD MEETING MINUTES**

**WEDNESDAY, March 8th, 2017**

**LOCATION: BANK OF MARIN**

1. **Call To Order 8:10am:**
   1. Attendees: **Board:** Jaime Ortiz, Matt Haulk, Melissa Prandi, David Haydon. **City:** Tom Adams. **Staff:** Amanda Tryon **Absent:** Jeff Brusati
2. **Public Comments:**
   1. None
3. **Approval of Minutes:** 
   1. **Motion: Melissa motions to approve the minutes from February 22nd. Matt seconds. Motion passes unanimously.**
   2. Tom Adams clarifies that the current board is both the advisory and the nonprofit board of the BID, and as a result new board members need to be approved by the City Council. He states that, having spoken with City Council following the last meeting at which the current board approved all applicants, the mayor may prefer only to have 9 board members, and a seat saved for the West End. There will be a City Council meeting on April 3rd at which a revised list of new board members will be presented and voted on.
4. **Events:**
   1. **May Madness:**
      * Jaime updates that volunteers are needed, and that the event is coming along well.
      * Amanda has been coordinating with Rick about the BID’s role in the event, and supporting via social media.
   2. **Target Committee:**
      * Tom mentions that the Target funds need a new BID administrator, as the person on the bank account is still Carol Thompson, the BID’s previous Executive Director. Jaime agrees to transfer the account into her name.
      * The checks from Target have ceased as of last year, however some funds have not yet been allocated and may be available to the BID to help support events in 2017 once they are determined.
   3. **Bio Marin:**
      * Melissa mentions that she had a conversation with Ted from Green Chile Kitchen about the employees from Bio Marin, and they have been trying to come up with event ideas to get their employees downtown on their lunch breaks or for happy hour. It is suggested that perhaps the BID could come up with future ideas.
5. **Downtown BID Transition Administration:**
   1. **Principal Office Location Discussion:**
      * Jaime has confirmed with Joanne from the Chamber that the BID will be taking their office space, and has given notice to their tenant. Joanne wonders if the BID would be willing to explore sharing the office with the current tenant at a reduced rate of $300 and with assigned days. The board agrees that Jaime should pursue sharing the office at a lower rate.
   2. **Finances:**
      * Jaime is working to retrieve the BID keys and phone, and will also be reaching out to Brandon Dante at Books in Balance to transfer over the BID’s finances.

**Next Meeting: April 5th, 8:00am-9:00am.**

**Adjourn at 8:56am.**