**BID BOARD MEETING MINUTES**

**Wednesday, July 19th, 2017**

**LOCATION: BANK OF MARIN CONFERENCE ROOM**

1. **Call To Order 8:05am:**
   1. Attendees: **Board:** Bonnie Ayers Namkung, Sherene Chen, Jaime Ortiz, Adam Dawson, Melissa Prandi, LeAnne White. **City:** Tom Adams.
2. **Approval of Minutes:** 
   1. **Motion: Bonnie motions to approve the minutes from June. Sherene seconds. Motion passes unanimously.**
3. **Public Comments:**
   1. Discussion on format of Public Comments
      * 5 minutes total will be allocated to public comments to be divided between those who wish to speak.
      * Agenda to state a time limit of 5 minutes to make clear to all guests
      * Motion passed unanimously
   2. Melissa Prandi gave kudos for a successful and well-orchestrated public meeting. It was warm and friendly. Jaime felt the board did a great job of connecting with the general membership in attendance.
   3. Melissa Prandi suggested the board of directors take 30 minutes after each board meeting to take a block of the district and leap frog with the intention of connecting with our business owners and showing our presence and support. LeAnne to create a spreadsheet for board members to sign up to ensure we are reaching everyone.
   4. Melissa Prandi suggested name tags be purchased for each board member to make clear our presence at events and during the leap frog greetings.
4. **Special Meeting Request:**
   1. Jaime requested a special committee be formed to complete the budget for the coming year. Goal for completion of project to be mid-September.
   2. Volunteers: Jaime, Sherene, LeAnne.
      * Amanda to send email requesting board members to join this special committee Four to be the least on the committee five would be best.
5. **Support for BID:**
   1. Jaime is requesting a support person to be brought on as a temporary position to support the board and Amanda as she needs.
   2. Jaime to meet with Amanda and discuss hours she is available and tasks she feels up to completing.
   3. Suggestions of interns from local colleges, Jaime has a person in mind as well.
   4. Jaime to report back to board Amanda’s status and outcome of discussion with potential temporary help.
   5. Attendees in full support of ensuring Amanda has all the support she needs and allowing a temp to fill in gaps.
6. **Annual Budget:**
   1. Tom has a sample (road map) to assist the budget committee in developing annual submission.
   2. Mayor is open to requests from BID to assist in funding special projects in an effort to spring board BID into success.
   3. With so little time left in 2017 we need to focus on 2018 budget.
7. **Events Committee Report:**
   1. Wine Stroll is moving along nicely. Domain name [www.SipSavorStroll.com](http://www.SipSavorStroll.com) has been purchased and a website will be created. Sponsorships are being finalized. More to come.
   2. It is essential for West End and East End to work cohesively as a team without exception.
   3. Sherene Chen has agreed to Co-Chair the events committee with LeAnne.
   4. See you all at BID Happy Hour tomorrow, Thursday, July 20th 5:30 at INCAVO. This event is to rotate locations to ensure all businesses have the opportunity for exposure.
   5. Leap frog initiative will fall under event committee.
8. **Updates from the City**
   1. Events upcoming: Mikes Bikes Sunset Criterium. Public safety building across from city hall to start demo in spring.

**Adjourn at 9:10am.**