



**Uptown Whittier Improvement Association
Executive Committee**

**GM Properties, 13305 Penn Street, Suite 200, Whittier, CA 90602
Friday, January 11, 2019, 8:00 a.m.**

Present: Melinda Pina (President), Don Lomont (Vice President), Jim Dunkelman (Treasurer), Paul White (Secretary)

Absent:

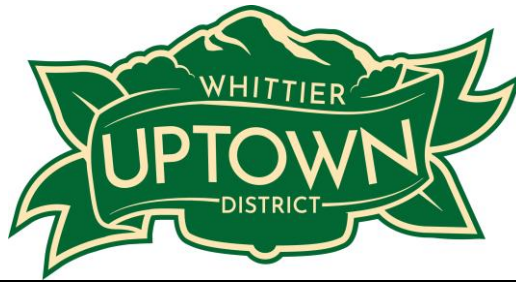
Guests: Olivia Rios, Ricardo Diaz, Christine Singer-Luna, Conal McNamara, Frank Medina

Consultant: Brent Haskell and Stephanie Shamp – GM Properties

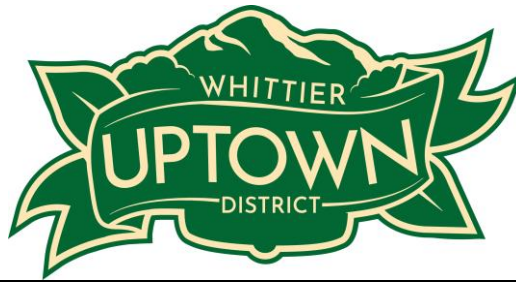
MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Call to Order & Introductions	Melinda Pina called the meeting to order at 8:10 a.m.	No Action Taken
2. Introduction of guests, announcements		No Action Taken
3. Public Comment		No Action Taken
4. Approval of the Executive Committee Minutes dated November 30, 2018	<p>Jim Dunkelman stated corrections need to be made as follows:</p> <p>Correct Item 6., page 2, "Don stated he would like to talk to Ray." Discussion of initials on last name needed and it may be Ron.</p> <p>Correct Item 6., page 3, "Don also stated Uptown Whittier puts a skeleton (add) ""report"" together on what was done last year and what will be done this year, then submit it to the city."</p>	Don Lomont motioned and Jim Dunkelman 2nd. No Discussion. Motion passed to approve November 30, 2018 minutes as corrected and clarified. All in favor.

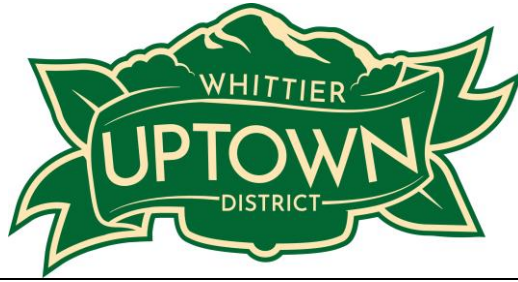
UPTOWN WHITTIER IMPROVEMENT ASSOCIATION



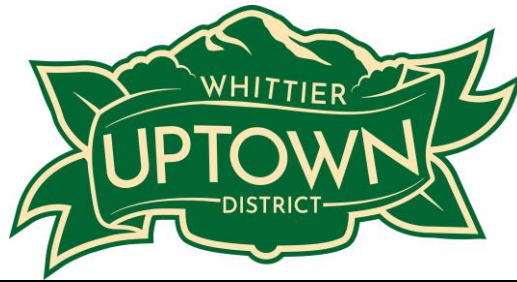
	Item 7, page3, “He also doesn’t want to pay a Board or Committee member for service”. Don Lomont clarified it is not appropriate to pay a Board or Committee member for service.	
5. Schedule of UWIA Executive Committee meetings for 2019	Brent Haskell questioned meeting time to be 8:00am or 8:30am. Melinda Pina stated 8:00 a.m. is fine.	The Executive Committee meeting dates were reviewed and approved with 8:00 a.m. start time.
6. Update on Social Media and PR, Web Design, & Content Manager RFPs	Don Lomont updated the Executive Board. December 13, 2018 posted for RFPs with a due date of January 2, 2019. Brent Haskell and Stephanie Shamp collecting all RFPs. There were 14 submittals for the task force review. Initial cuts have been made. The Board will be briefed at the January 17, 2019 meeting with the goal for a Board decision on 2 or 3 candidates at the February 7, 2019 meeting to meet the March goal. The task force consists of Monica Oviedo, Kristin Wiberg, Andrew Yanez, and Don Lomont with Brent Haskell and Stephanie Shamp as admin. support. Further discussion on PR decision to obtain or not. The decision is from the Board. Any new proposals are being declined and the posted RFPs are removed on the posted websites 1) International Downtown Association (IDA) website and California Downtown Association (CDA) website.	No Action Taken
7. Discuss the revised 2018 – 2019 UWIA Budget	Jim Dunkelman stated change line item per last board meeting. No further comment or discussion.	No Action Taken



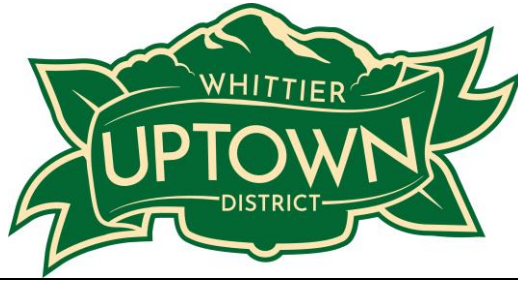
<p>8. Discuss submission of UWIA annual report due to the city by January 31, 2019</p>	<p>Jim Dunkelman stated he has not been writing that report. The minutes would be the minimum due. Jim Dunkelman questioned submitting the minutes or additional items. Don Lomont stated what was submitted was not detailed and questioned what the city is approving in the report as wording is different in the schedules & insight into UWIA's budget. Don Lomont questioned what is being submitted. From Ben a workplan in October. Conal McNamara stated that the Whittier Uptown association is different than the UWIA in that the Uptown Whittier Association has to go before the City every year to get approval to continue and the UWIA does not. Also the City sets the budget for the Uptown Whittier Association whereas the property owners set the budget for the UWIA. Conal stated the problem is it's realigned with Whittier Uptown Association. May be a victim of timing not information. Conal McNamara continued to provide the city's budget begins now since it takes affect July 1st. Melinda Pina stated repeat performance. Conal McNamara stated he would not change it. Jim Dunkelman stated he will review the report to be submitted at the end of February by VTD. October 15th, October 21st, and January 28th are the three city submittal dates. Further discussion on consolidation of dates and who handles it. Conal McNamara recommended UWIA needs to consult legal. Melinda Pina stated she wants to make sure it's properly and legally done. Melinda Pina requested Brent Haskell to</p>	<p>Brent Haskell to email Ben with the city the UWIA annual minutes and copy Paul White with the due date January 31, 2019.</p>
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	<p>email Ben the minutes and advise of process. Brent Haskell questioned if Conal McNamara and Paul White gets copied on this this email. Reply was Paul White only.</p>	
<p>9. Approval of the agenda for the UWIA Board meeting on December 6th</p>	<p>Paul White requested status of meetings. Brent Haskell stated last Sidewalk meeting had a quorum. DISI has not had a meeting for a while. Melinda Pina to talk on the President’s report. Don Lomont separate items for VP and RFP reports. No discussion for VP report. Paul White to discuss insurance policy increasing with no history, and the event factored in. Don Lomont questioned if vendor insurance is handled and resolved. Paul White stated no and went on to discuss Roberto stated he was not the event coordinator. The agent/broker said he is. Melinda stated the organization went thru UWIA. Coastal certificates are needed with the modifications. Paul White stated he will work on the UWIA insurance with the agent. Don Lomont stated he wants Brent Haskell involved with Coastal. Brent Haskell stated Coastal’s insurance cost to go up and passed along to UWIA. Jim Dunkelman requested Brent Haskell to do a P/L Report. Melinda Pina requested written reports prior to the meeting and attendance of each vendor. Brent Haskell to check with Ron on the task force status of the Valet Parking. Ron, Ralph, Don on the Task Force. Brent Haskell reviewed the agenda. Conal McNamara stated no land Use communication. Brent Haskell explained how he communicates the agenda with DISI, SOBO, and Land Use. Paul White discussed the tiered DISI chair</p>	<p>Jim Dunkelman motioned. Paul White 2nd. Agenda approved.</p>



	requirements because Don Lomont questioned the requirements. Input from Brent Haskell was requested.	
10. Discussion content for the next correspondence to the owners.	<p>Melinda Pina stated she started working on a skeletal draft. Encourage property owner participation listing all meeting dates & location. Brent Haskell recommended sending an owner information sheet in with the mailings. Discussion on how often to send out with individual committee blurb, that is clean and consistent, condensed, and very synced. Paul White stated every quarter. Brent Haskell stated at a minimum annually. Encourage participation. Don Lomont stated Olive should create a letter and GM mail like last time. Paul White questioned communication. Frank Medina stated every quarter is sufficient. Don Lomont questioned Uptown Whittier process. Frank Medina stated they have never been asked by an owner to provide annual information, different audiences. Paul White stated a statement to go out within 120 days of the fiscal year so by February 28th it is to go out. Melinda Pina stated to be in the February 1, 2019 executive meeting agenda as an action item as an announcement.</p> <p>Jim Dunkelman stated UWIA needs to send out two 1099s for Ryan with New City and the logo vendor. Brent Haskell stated the association's CPA should be able to provide that service.</p>	No Action Taken
9. Next Executive Committee Meeting	The next regularly scheduled meeting will be on Friday, February 1, 2019, at 8:00 a.m. at 13305 Penn Street, Whittier, CA	No Action Taken



8. Adjournment	The meeting was adjourned at 9:12 a.m.	No Action Taken
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Minutes taken by Brent Haskell and Stephanie Shamp with GM Properties.