



**Uptown Whittier Improvement Association  
Executive Committee**

**GM Properties, 13305 Penn Street, Suite 200, Whittier, CA 90602  
Friday, November 30, 2018, 8:00 a.m.**

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

**Absent:**

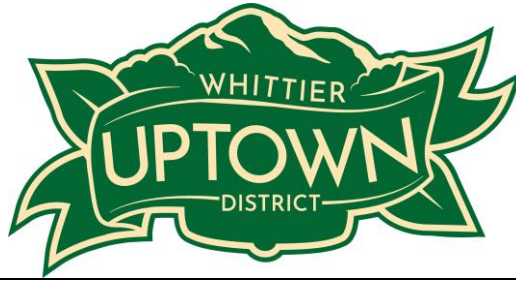
**Guests:** Milt Pate

**Consultant:** Brent Haskell and Stephanie Shamp – GM Properties

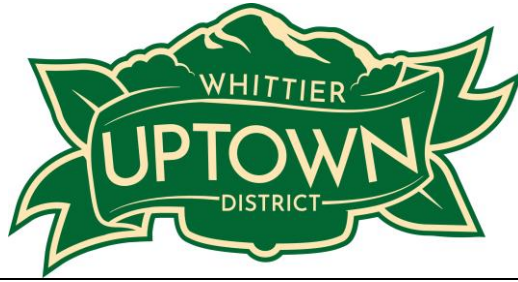
**MINUTES:**

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>1. Call to Order &amp; Introductions</b>	Melinda called the meeting to order at 8:05 a.m.	<b>No Action Taken</b>
<b>2. Introduction of guests, announcements</b>		<b>No Action Taken</b>
<b>3. Public Comment</b>		<b>No Action Taken</b>
<b>4. Approval of the Executive Committee Minutes dated November 2, 2018</b>		<b>Jim motioned and Paul 2<sup>nd</sup>. No Discussion. Motion passed to approve November 2, 2018 minutes. All in favor.</b>
<b>5. Schedule of UWIA Board meetings after December 2018</b>		<b>Paul motioned and Jim 2<sup>nd</sup>, none opposed, all in favor to pass the Tentative 2019</b>

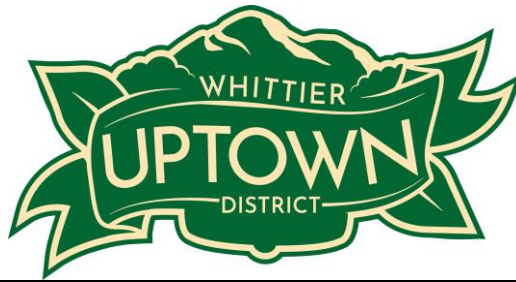
UPTOWN WHITTIER IMPROVEMENT ASSOCIATION



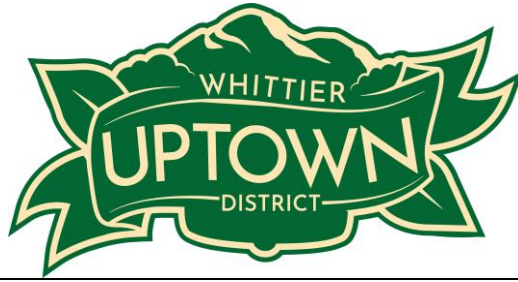
		Calendar Year Schedule of Meetings.
<p><b>6. Review of fiscal 2017-2018 draft financial statements and development recommendation on disposition of the year-end surplus.</b></p>	<p>Discussion on the 2017-2018 draft Financial statement as follows:            Jim stated set funds aside - \$80,000 for the parklets. Melinda stated also need to set funds aside for valet parking/mobile plug-n-play and parking enforcement. Don stated he would like to talk to Ron J. He would like to look into valet parking and believes money can be made for UWIA. Melinda stated Uptown Whittier is also serious as UWIA is not the only party interested. Don recommended January/February UWIA get on board and present a plan to the city council. Melinda stated as an organization we have and will do our due diligence and set aside funds for this project. Don stated we do not get all funds until next year. Don wants a Carry Forward Funds line item. He would like to see one for parking, valet, and parklets. Jim stated with 501 (3c) status it is not necessary to categorize these line items. Dons stated \$40,000 applied to parking and \$25,000 applied to valet parking. Jim stated operating expenses are \$30,000 per month at this time. He believes UWIA needs to keep \$90,000. Milt questioned what do we get back into it? Melinda stated that is determined once UWIA works with the city. Paul stated contingency concern funds request and lighting to be a potential investment - \$20,000. Jim stated he will look at the cash flow going forward, the Board picking a CPA 12-6-18, they can move forward</p>	<p><b>Melinda made a motion to approve with reserves recommendation. Don seconded. Further discussion on the matter. Jim stated contingency will roll over into each category based upon percentage. Allocation– 45% Sidewalk Operations; 4% Contingency; 35% (DISI) District Identity &amp; Streetscape Improvement; 16% Program Management. All in favor. Motion passed.</b></p>



	<p>from there. Don stated he was given the council report, got one push back, wanted to know who and if the budget was from the CPA. He believes council wants to know how the money is spent, and can we use the same CPA report for the budget? Don also stated Uptown Whittier puts a skeleton report together on what was done last year and what will be done this year, then submits it to the city. He notices the city likes it and recommends UWIA follow same pattern.</p>	
<p><b>7. Approval of the agenda for the UWIA Board meeting on December 6<sup>th</sup>.</b></p>	<p>Agenda Items discussed to be listed:          Website, PR, and Content Manager RFP -          Action Items:          Don stated Brent is needed to get and open the two websites for posting 12-10-18. Melinda stated to also send to José Diaz Romero &amp; Roberto Carlos Lemus. Don went into further discussion on the 3 RFPs 1) Content Manager – Similar as below, 2) Website Development – No tail, similar as previous RFP, and 3) Public Relations (PR) Firm – Don Researched and came up with a better modification. He is going to give the option to submit individually or all inclusive. All elements will be taken into consideration and evaluate what works best for the organization. Don stated he would like a vote on the knowledge to proceed at an ongoing pace. He also doesn't want to pay a Board or Committee member for service. He would like to present that GM maintain the website.          Other items to place on the agenda:          DISI Committee chair replacement</p>	



	<p>Jim to go over the Year End Budget and designation of reserves.          Aleco, Olive, and Coastal to submit written reports.          Melinda to report on the Buckle-Up for Love / Abróchate por Amor Campaign.          Paul to go over the future meeting dates for 2019 calendar year.          Brent questioned if there are any closed sessions? Paul stated no – Only negotiations are in closed session.          Discussion began on Nick Teel’s letter dated 11/26/18 and position, Committee and Board requirements with Tiers 1-3.          Committee chair is the issue &amp; filling the position. Under Executive Committee item – Vote a new Committee chair person for DISI. Don asked GM to contact Nick to make sure he attends the meeting. Don also stated he is in negotiations with Olive on the \$500 and does not recommend to pay for services. Melinda stated she is in agreement. Don stated he is putting out an RFP for PR and will inform Olive. If they choose to submit one, they are welcome to.</p>	<p><b>GM to contact Nick Teel to attend the 12-6-18 Board meeting at 8:30am at the Train Depot.          Don motioned. Jim 2<sup>nd</sup> to approve the Agenda as discussed. All in favor. Motion passed.</b></p>
<p><b>8. Discussion regarding content for the next correspondence to the owners.</b></p>		<p><b>Tabled for the next scheduled meeting.</b></p>
<p><b>9. Other Committee Items</b></p>		<p><b>No Action Taken</b></p>
<p><b>9. Next Executive Committee Meeting</b></p>	<p>The next regularly scheduled meeting will be on Friday, January 11, 2019, at 8:30 a.m. at 13305 Penn Street, Whittier, CA</p>	<p><b>No Action Taken</b></p>



<b>8. Adjournment</b>	The meeting was adjourned at 9:38 a.m.	<b>No Action Taken</b>
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Minutes taken by Brent Haskell and Stephanie Shamp with GM Properties.