



**Uptown Whittier Improvement Association
Executive Committee**

GM Properties, 13305 Penn Street, Suite 200, Whittier, CA 90602

HYBRID TELECONFERENCE MEETING

Tuesday, May 31, 2022, 8:00 a.m.

Present: Melinda Pina (Vice-President), Jim Dunkelman (Treasurer), and Katie Galvin-Surbatovic (Secretary)

Absent: Frank Rinaldi (President)

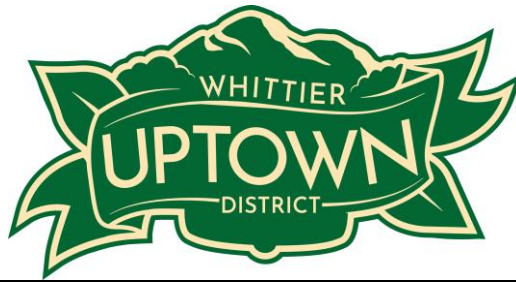
Guests: David Gonzalez

Consultant: Brent Haskell – GM Properties

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Call to Order	Melinda Pina called the meeting to order at 8:12 a.m.	1. No Action Taken
2. Roll call and announcements	Brent Haskell took roll call.	2. No Action Taken
3. Public Comment	Brent Haskell stated he did not have access to check the emails for public comment so this item would have to be tabled until the next meeting.	3. Tabled
4. Approve the April 26, 2022 Executive Committee Meeting Minutes	Corrections need to be made as follows:	4. Jim Dunkelman Motioned to April 26, 2022, Executive Committee Meeting Minutes. Katie Galvin-Surbatovic 2nd. All in Favor. Motion Passed.

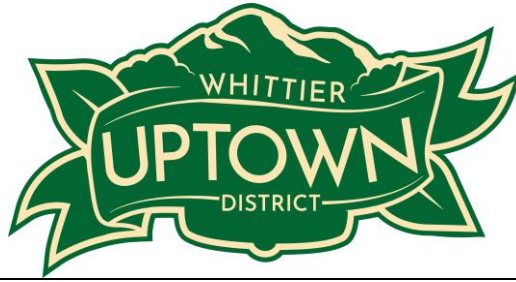
UPTOWN WHITTIER IMPROVEMENT ASSOCIATION



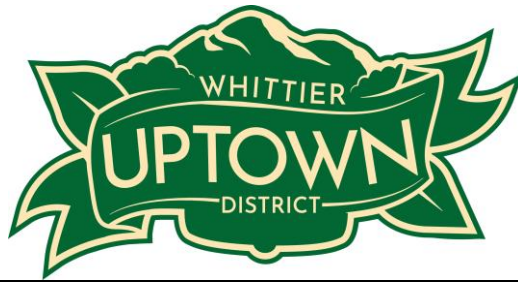
<p>5. Vote to Extend the Ability to Hold Board and All Standing Committee Meetings Via Teleconference or Video Conference under the Provisions of AB-361 for an Additional 30-Days from June 2, 2022 to July 2, 2022</p>	<p>Melinda Pina asked Katie Galvin-Surbatovic what the City is doing. Katie stated the City is continuing to offer both in person and virtual options for meetings. Katie asked Brent Haskell if he had heard anything regarding the Governor ending the state of emergency for California. Brent stated he has not heard anything. Melinda stated that the Board decided it would be best to follow what the City is doing so she recommends extending the provisions of AB-361 for another 30 days.</p>	<p>5. Jim Dunkelman Motioned to Extend the Ability to Hold Board and All Standing Committee Meetings Via Teleconference or Video Conference under the Provisions of AB-361 for an Additional 30-Days from June 2, 2022 to July 2, 2022. Katie Galvin-Surbatovic provided a 2nd. All in Favor. Motion Passed.</p>
<p>6. Discuss and Determine if Approving the Attached Ambassador Program Guidelines to be Presented to the Board for Approval then Have the RFP Prepared. If it is to be Prepared, Who Should Prepare the RFP, or Should it be Returned to the Ambassador RFP Task Force to Provide Additional Information</p>	<p>Melinda Pina asked about the hospitality language in the Guideline. David Gonzalez stated the use of hospitality Ambassador is widely accepted in the industry. Jim Dunkelman asked if the RFP should be prepared by the attorney. David stated that would be an Executive Committee decision. Jim, Katie, and Melinda felt it would be a good idea to have legal review or prepare the RFP document. Melinda stated she wants to highlight the Ambassador Program Overview for hospitality Ambassadors and began reading sections of pdf page 10 from the Agenda packet. Katie Galvin-Surbatovic asked if there is a central meeting place for the Ambassadors to meet when they begin their shift. David stated there initially was language regarding a meeting place in the Program Guideline, but it was removed because it seemed too limiting/specific. Melinda brought up the overview which states the Ambassadors</p>	<p>6. Jim Dunkelman Made a Motion to Present the Ambassador Program Guidelines Document to the Board for Approval. Katie Galvin-Surbatovic Provided a Second. All Voted in Favor, Motion Passed.</p>



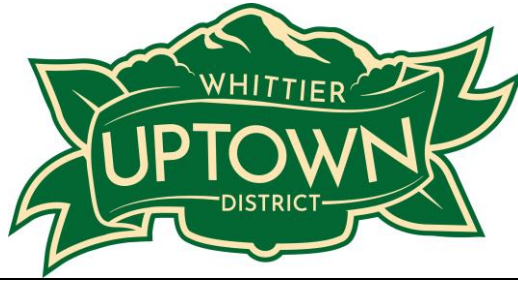
	<p>are to be on foot or bicycles. Melinda brought up that there were issues in the past with the previous Ambassadors. Bikes were stored at a property owner's property and were stolen. Melinda also commented on the challenges of riding a bike in the uptown with the grade. Katie thinks there should be a meeting place for the Ambassadors to do their reports, rest, use a restroom, etc. Katie suggested to consider the Train Depot or the Community Center. Katie believes the hours of the Community Center are the same as City Hall - from 7:30 a.m. to 5:30 p.m. Melinda asked Brent Haskell what they previously discussed. Brent reminded Melinda that she had brought up specifics regarding the number of Ambassadors, the days the Ambassadors would be present, and the hours for the Ambassadors were not in the Guideline. David stated the schedule should be decided by the Board and then added to the RFP. Melinda thanked David for all his efforts. David thanked Melinda and stated there was a good team involved. Melinda asked if the Executive Committee would like to approve the Ambassador Program Guideline to present to the Board for approval.</p>	
<p>7. List of Current Board Members Up for Re-Election in 2022.</p>	<p>The list is for informational purposes only. Melinda Pina stated there are several Board members at the end of their two-year term. No further discussion.</p>	<p>7. No Action Taken.</p>
<p>8. Review and Discuss the Attached Draft Election</p>	<p>Brent Haskell explained the election packet goes out each year and that there</p>	<p>8. Jim Dunkelman Motioned to Approve the Election Packet as</p>



<p>Packet, Make Necessary Edits, and Approve to be Presented to the Board for Approval Prior to Mailing</p>	<p>are parts of this packet that don't change from year to year and there are parts that are updated each year. Brent stated he updated the dates where needed throughout the packet, and changed item A., 3. b., on pdf page 25, because the Board voted last year to change the requirement for at least 6 months to at least 18 months of service on a committee. Brent stated the Executive Committee should concentrate on the wording of the second paragraph on pdf page 21. Brent stated last year this paragraph was used to provide an update on what is currently going on with the UWIA and what is currently there is his attempt to provide the update. Jim Dunkelman, Katie Galvin-Surbatovic, and Melinda Pina stated they were good with the election packet. Katie stated she is aware that the Promenade has been extended through February 1, 2023. Katie indicated the first sentence in the second paragraph of the letter states the street closure was extended for 9-months and feels the actual end date would be better than stating for a 9-month period. Katie added after the summer, the City will be giving a 6-month notice to the businesses to take down their outdoor dining structures so the work can begin on the infrastructure portion of the improvements in 2023.</p>	<p>Edited for Presentation to the Board for their approval, Katie Galvin-Surbatovic Provided a 2nd. All Voted in Favor, Motion Passed.</p>
<p>9. Discuss and Establish the Agenda</p>	<p>Melinda Pina stated that Item 6. on the Board Agenda draft should now be an</p>	<p>9. No Action Taken</p>



<p>for the UWIA Board Meeting on June 9, 2022</p>	<p>action item. Brent Haskell agreed and stated the wording needs to be modified. Melinda stated there should be a separate DISI item regarding the social mixer. Brent stated the DISI meeting is this Friday and depending on what happens there would impact if there is going to be any action necessary on the part of the Board. Brent stated there are two events as agenda items for the DISI to discuss this Friday. One is the social mixer, but at this time, the only thing that was discussed regarding that was a possible date in October. Regarding the retreat, there was a survey sent to the Board members and Committee members on 3 possible dates. One in August and two in September. Melinda asked about the responses. Brent stated at this time there was no one date that everyone was available and one person asked if a day other than a Saturday could be considered. Brent stated depending on what happens on Friday during the DISI Committee meeting he will add a separate line item or just leave it under the general update from the DISI Committee.</p>	
<p>10. Other Committee Items</p>		<p>10. No Action Taken</p>
<p>11. Next UWIA Executive Committee Meeting</p>	<p>The next regularly scheduled meeting will be on Tuesday, June 28, 2022, at 8:00 a.m. at 13305 Penn Street, Suite 200, Whittier, CA 90602 or hybrid teleconference.</p>	<p>11. No Action Taken</p>



12. Adjournment	The meeting was adjourned at approximately 8:55 a.m.	12. No Action Taken
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Minutes were taken by Brent Haskell with GM Properties.