



Uptown Whittier Community Benefit District
Interim Board of Directors Meeting # 2
Ravello Bar and Grill, 6746 Greenleaf
November 14th, 2017, 10:00 a.m.

Present: Monica Oviedo, Mark St. Julien, Ron Jeffery, Don Lomont, Melinda Pina, Jim Dunkelman, Paul White Tim Traeger, Milt Pate, Frank Rinaldi, Michael Burkhardt

Absent: Mina De La Cueda or Gabriella De La Cueda Lim, Stephen Ortiz, Jeff Langan, Dave McCoy

Guests: Rick Elias, Ricardo Diaz, Rene Hader, Kyle Miller, Katie Galvin-Surbatovic, Ben Pongetti, Conal McNamara

Consultant: Marco Li Mandri

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	Melinda Pina, the interim President, called the meeting of the property owners and guests present 10:10. She thanked Michael for the hospitality in providing the room for the meeting. Introductions were made.	No action taken
2. Review of the October 10th, 2017 Interim Board minutes	The minutes were reviewed. Two corrections were made. Tim Traeger will represent the Historical Society and Monica Oviedo's name was misspelled.	The October 10th minutes were approved by consensus



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<p>3 Overview of tasks:</p> <p>a. Status of filing with the Secretary of state;</p> <p>b. Selection of a bank for UWIA deposits;</p> <p>c. Review and approval of Committee Structure;</p> <p>d. Appointment of Interim Comm. Chairs;</p> <p>e. Roster of Board members;</p> <p>f. Authorize Executive Committee to enter into agreement for management with the City;</p> <p>g. Organization Committee meetings with City staff and reps;</p> <p>h. Create and adopt first year working budget;</p> <p>i. Timeline for transfer of funds</p>	<p>a. Marco stated that the filing of the UWIA with the Secretary of State had been done but it was sent back due to the fact that the Secretary’s name had to match the applicant address. After discussion, it was agreed that Marco could serve as the agent for filing as compared to Paul.</p> <p>b. Discussion occurred on which bank should be used for deposits. After a lengthy debate, it was decided that we should use the local Chase branch.</p> <p>c. Marco went over the proposed Committee structure. It is based upon the special services listed in the management plan. He explained how the Committee correspond to the various bundles of special benefit services. Discussion followed;</p> <p>d. The following Committee appointments were made:</p> <ol style="list-style-type: none"> 1. Melinda will serve as the Chair of the <i>Organization Committee</i> (Executive), as she is the interim President. The Org Committee consists of all of the officers of the corporation: Melinda/President, Don L./VP, Paul White/Secretary, Jim Dunkelman/Treasurer. 2. Melinda moved and Tim seconded that Michael Burkhardt be selected as the Chair of the <i>Sidewalk Operations Committee</i>. It was approved unanimously; 3. Tim nominated himself as Chair of the <i>District Identity Committee</i>. Mark St. Julien seconded the motion. Approved unanimously; 4. Melinda moved and Michael seconded to have Frank Rinaldi chair the <i>Land Use/Project Review Committee</i>. The motion was approved unanimously. <p>e. The roster of Board members was reviewed and amended.</p> <p>f. Marco stated that the Board needed to finalize its contract with the City. He had submitted a draft contract with the City and</p>	<p>a. Marco will be designated as the agent for filing for the UWIA corporate status with the Secretary of State</p> <p>b. Frank moved and Ron seconded that the UWIA deposit their funds with Chase Bank. The motion was approved with only one Board members in opposition.</p> <p>c. Frank moved and Monica seconded the adoption of the Committee structure. The motion was approved unanimously.</p> <p>d. Each Chair was separately nominated and approved, Melinda/Org Committee, Michael B/Sidewalk Operations Committee, Tim Traeger/District Identity Committee, Frank Rinaldi/Land Use Committee. The Committee structure and corresponding Chairs were approved unanimously.</p> <p>e. No action taken</p> <p>f. Ron moved and Jim seconded that the Organization Committee be authorized to finalize the agreement with</p>
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	<p>had spoken to the City Attorney about some minor changes. He requested that the Board authorize the Organization Committee and staff to finalize the agreement with the City. Ben stated that it needed to go to the City Council for approval at its Nov. 28th, 2017 meeting. Discussion followed.</p> <p>g. Melinda gave an update on the meetings that the officers have had with City Council reps, the Mayor and City staff on immediate issues once the UWIA has been funded. The discussion of the Uptown Association also was mentioned.</p> <p>h. Marco stated that he will present a skeleton first year budget format at the next meeting.</p> <p>i. Marco stated that once we were incorporated, he would ask the City to fund the UWIA with its assessments since the City would be billing itself for its assessments. That transfer would happen in mid December with the first property tax assessments coming forward in late December.</p>	<p>the City. The motion was approved unanimously.</p> <p>g. No action taken</p> <p>h. No action taken</p> <p>i. No action taken</p>
4. Approval of bylaws	<p>A lengthy discussion occurred on the proposed bylaws. The bylaws must be adopted to file with the IRS for the 501c3 status. Marco went over the nominations process, what qualifies someone to be on the Board, the allocation of seats between property owners and business tenants and conflict of interest issues. Discussion was held on the role and number of non-property owners that should be allocated seats. It was decided that at least 2/3 of the Board seats at all times would be allocated to property owners</p>	<p>Ron moved and Frank seconded the approval of the bylaws as amended. Marco stated that if anyone had minor changes to the bylaws, to please send them to him within the week. The motion was approved unanimously.</p>
6. Next Board meeting	<p>The next Board meeting will be held on Thursday, December 14th at 10:00 a.m. at the Whittier Historical Society, 6755 Newland Ave.</p>	

Minutes taken by Marco Li Mandri, Interim Administrator

Committee sign ups: (11/14/17)

Organization Committee:

1. Melinda Pina*
2. Don Lomont
3. Paul White
4. Jim Dunkelman

Sidewalk Operations:

1. Michael Burkhardt*
2. Monica Oviedo
3. Mark St. Julien
4. Ron Jeffrey
5. Rick Elias

District Identity:

1. Tim Traeger*
2. Ricardo Dias

Land Use/Project Review:

1. Frank Rinaldi*
2. Monica Oviedo
3. Ron Jeffrey
4. Rick Elias
5. Milt Pate

***Chair of the Committee**

All Board members are supposed to be active on at least one Committee