



# Downtown Brentwood Coalition

## Board Meeting Agenda

9.11.2023 | 4pm | Zephyr Grill & Bar | [ZOOM LINK](#)

### I. Call to Order - (President - Peter Jacoway | E.D. Amy Tilley)

- Confirming Quorum
- Welcome and Introductions of New Board Members, Jon R. Elam and Dee Olmedo

### II. Approval of Previous Meeting Minutes (Secretary: Dave Martinez)

- Review and approval of minutes from the last board meeting

### III. Reports

- Financial Report (Treasurer: Lynn Tei | E.D. Amy Tilley)
  - Update on BAC transition
  - E.D. - update on Quickbooks migration and Tax plan for October/November
  - Check Requests: Sal L/Straw Hat Pizza overpayment of vendor fee
  - Reimbursement Status: Light Up the Night, WLL, Oktoberfest : E.D.
- Executive Director's Report (Executive Director: Amy Tilley)
  - Updates on :
    - Women's Club
    - MOU
    - PBID
    - Ordinances impacting Downtown
    - Main Street Updates
- Committee Reports (Committee Chairs)
  - Reports | Special Events Chair: Vivian Treff
  - Reports | Promotions: Kevin Erickson - re: Grand Re-Opening Health Hut
  - Reports | Beautification - update on Best Practices Guide for Businesses
  - Reports | Membership - E.D: Current Membership report
  - Reports | Sponsorship - E.D: Okt/Bubbles/Wine Walk/Peppermint Trail

### IV. Old Business

- E.D. report to CoB Staff & Council: Need E.D Review completed by President/VP/Past President to include with report to City Staff and City Council

### V. New Business

- Possible Formation of a Wedding Event Committee
- Possible Formation of a Parking Solutions Committee
- Formal motions and voting on new business items

### VI. Strategic Planning and Discussion

- Discussion of the organization's long-term goals and strategic direction : New Businesses in Downtown
- Updates on progress toward strategic objectives : Traffic and Parking, Business Recruitment and Support

## VII. Board Governance

- Nominations and Elections (As needed)
  - Election of officers or committee members (As needed)
- Bylaws and Policies
  - Discussion and potential revisions to bylaws or organizational policies
  - Direction needed: Businesses outside of the Core and brick & mortar location

## VIII. Open Discussion

- An opportunity for board members to raise any additional matters or concerns

## IX. Announcements and Upcoming Events

- See List/QR/[Newsletter for a list of Upcoming events](#)

## X. Public Comment (If any)

- Comments or questions from attendees (if a public session is part of the meeting)

## XI. Next Meeting Dates, Volunteer Assignments and Adjournment

- DBC Board Meeting: October 23rd
- Bubbles & Broomsticks: October 25th - need 6 volunteers for check in at 2 locations plus volunteers for: October 23/24th for Pre-Event Haunt Pass Pick Up at 2 locations
- Oktoberfest Planning: Monday, Sept 25th | 4pm
- Oktoberfest Planning: October 3-5th find a date
- Oktoberfest Volunteer Info & Pick Up: Need Volunteers October 9,10,11th 2 hour increments
- Oktoberfest VIP Pick Up: Need volunteers Schedule: October 9,10,11th - 2 hour increments
- Officially adjourn the meeting

## XII. Executive Session (As needed)

- Time allotted for sensitive and confidential matters