



Downtown Brentwood Coalition

Board Meeting Agenda

11/13/2023 | 4pm | Zephyr Grill & Bar

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

- Confirming Quorum

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

- Review and approval of minutes from the last board meeting

III. Reports & Action Items

- Executive Director's Report (Executive Director: Amy Tilley)
 - Planning Commission/ Special Events recaps
 - Oktoberfest - Amy T to report out on Profit and Loss expectations
 - Women's Club - Office Update
- Action Items/ Future Items for Board and Officers:
 - Wine Walk
 - Volunteer/Staffing Schedule
 - Holiday Gathering for Board?
 - Determine sustainability of Executive Director Position, support and resources
 - Vote on 2024 initiatives and work plans
 - Identify critical programs and initiatives - Due November 12th
 - Re-frame the MOU with current and future goals - due November 30th

Board Governance

- Nominations and Elections (As needed) - Secretary role
 - 2024/2025 Officials and Board Seats - January 1/June 30th 2024
- Election of officers or committee members (As needed)

VI. Open Discussion

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

VII. Announcements and Upcoming Events

- In addition to DBC: Holiday Parade & Tree Lighting - November 25th
- Santa Crawl - December 14th

VIII. Public Comment (If any)

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

IX. Next Meeting Dates, Volunteer Assignments and Adjournment

- City Council : November 14th
- Wine Walk Prep: November 15th/16th
- Wine Walk: Sunday, November 19th
- November 20th - Prep for Peppermint Trail
- November 25th - Peppermint Trail goes live - website and promotional initiative
- December : Holiday Party/Gathering for Board of Directors

Adjournment