

North Hollywood Business Improvement District Corporation
 (NoHo BID)
 BOARD OF DIRECTORS MEETING
 9:00 Tuesday, August 21, 2007
 CRA Office, Lankershim Blvd.

BOARD OF DIRECTORS	PRESENT	ABSENT
Bob Akhavan	X	
Al Siegel	X	
Dominique Gonek		X
Allen Freeman	X	
Thomas Dujovne	X	
Jason Feld		X
Linda Fulton	X	
EX-OFFICIO DIRECTORS		
Regina Kirschenbaum	X	
MTA Representative		X
Alice Roth, Councilman LaBonge Representative		X
Guy McCreary, Chamber of Commerce Representative		X
STAFF MEMBERS/GUESTS		
Jessica Whaley, UPC Staff	X	
Rena Leddy, UPC Staff	X	

I. CALL TO ORDER

B. Akhavan called the meeting to order at 9:10am.

II. PUBLIC COMMENT

None.

III. Approval of Minutes 6.19.07

MOTION: To approve Minutes 6.19.07

Moved by: L. Fulton

Seconded by: A. Freeman

PASSED: Yes

IV. Financial Report

A. Financial Procedures Recommendations

- a. **MOTION:** To establish a Finance Committee/Executive Committee whose members include the officers: Bob Akhavan, Tom Dujovne, Linda Fulton and Dominique Gonek

Moved by: L. Fulton

Seconded by: T. Dujovne

PASSED: Yes

- b. **MOTION:** To establish a vendor policy and authorization of signature in which any officer can sign a document after it has been approved by the Board .

Moved by: B. Akhavan

Seconded by: L. Fulton

PASSED: Yes

- c. **MOTION:** To establish a check signing policy in which all checks over the amount of \$5000 would require two signatures by Board officers.

Moved by: L. Fulton

Seconded by: A. Siegel

PASSED: Yes

- d. **MOTION:** To approve overall financial recommendations provided to the Board, including changes that were approved at meeting.

Moved by: B. Akhavan

Seconded by: L.Fulton

PASSED: Yes

B. Update on Accessing Transportation Funds

R. Leddy is sending an invoice to the LA DOT for the full amount of first year's funds for \$500,000. After January 1st, she will send the second invoice for the second year.

V. Update on Incorporation and Non-profit Status

R. Leddy reported that the BID has been approved at the State level. We are still waiting on the Federal non profit status, which takes more time to establish.

A.. City of LA contract paperwork

R. Leddy reported that the contract with the city of LA has been signed and completed.

VI. Update on Clean and Safe Implementation and Contracts

R. Leddy will review the clean and safe contracts and once she is happy with them, will send them to the Executive Committee for their review.

VII. Update on Management Contract

Urban Place Consulting Group staff left the meeting so that the Board could discuss the Management RFPs. They voted unanimously to hire Urban Place to manage the BID for the rest of its duration.

VIII. Discuss Property Owner Seats on Board

There are two property owner seats still available on the board. B. Akhavan will speak to the EI Portal owners and see if there is anyone else who may be interested.

IX. NEW BUSINESS

A. Board Notebooks

- a. R. Leddy passed out board notebooks so they could keep pertinent documents in one place

B. Logo and Letterhead design

- a. R. Leddy and L. Fulton will work on an RFP to designers to create the logo and subsequent collateral

C. Office

- a. B. Akhavan and A. Freeman will continue to try and find some office space for staff.

X. ADJOURN

Next meeting will be held September 25 at 9am at CRA Offices.