

North Hollywood Business Improvement District Corporation
(NoHo BID)

BOARD OF DIRECTORS MEETING

9:30 Tuesday, May 15, 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	
<i>EX-OFFICIO DIRECTORS</i>		
Gazala Pirzada, CRA		X
MTA Representative		X
Councilman LaBonge Representative		X
Guy McCreary, Chamber of Commerce Representative		
<i>STAFF MEMBERS/GUESTS</i>		
Steve Gibson, UPC Staff	X	
Jessica Whaley, UPC Staff	X	

I. CALL TO ORDER

S. Gibson called the meeting to order at 9:35am. He stated that this was the first official meeting of the North Hollywood Business Improvement District Corporation (NOHO BID) covered by the Brown Act, which means the meetings are subject to posting and are open to the public.

S. Gibson stated that the Brown Act rules will be distributed at next meeting.

II. UNFINISHED BUSINESS

A. **MOTION:** To approve amended bylaws

Moved by: G. McCreary

Seconded by: L. Fulton

PASSED: Yes

B. Election of Officers

S. Gibson stated that temporary officers needed to be elected in order to sign documents that need immediate signing. He explained that these can be long-term appointments, or be elected for a brief 6-months until annual elections begin next January. B. Akhavan inquired that since the bylaws stated that officers should serve a one year term, do we need to make an amendment to vote in officers for half the calendar year?

The Board voted to elect officers for the remaining six months of 2007, and that new officers will be elected in January of 2008.

MOTION: To elect B. Akhavan as NOHO BID Board *President*

Moved by: D. Gonek

Seconded by: T. Dujovne

PASSED: Yes

MOTION: To elect T. Dujovne as NOHO BID Board *Vice President*

Moved by: D. Gonek

Seconded by: J. Feld

PASSED: Yes

MOTION: To elect D. Gonek as NOHO BID Board *Treasurer*

Moved by: L. Fulton

Seconded by: T. Dujovne

PASSED: Yes

MOTION: To elect L. Fulton as NOHO BID Board *Secretary*

Moved by: J. Feld

Seconded by: D. Gonek

PASSED: Yes

G. McCreary stated that he has sold his last piece of property in the District and therefore will represent the NOHO Chamber of Commerce representative as an ex officio board member. S. Gibson noted that this opens up another seat on the Board for a property owner.

III. UPDATE ON INCORPORATION AND NON-PROFIT STATUS

A. S. Gibson stated that the organization is a legally incorporated non-profit with an IRS federal ID # that has been filed. The 501c6 status process has been started, but will take some time.

B. The City of LA contract is a large document that requires signatures. Most of it is boiler plate. G. McCreary and B. Akhavan were designated as signatories for this document, and ok that G. McCreary signs, as he owned property at the time of submission.

C. **MOTION:** For temporary Board approval for appointment of G. McCreary and B. Akhavan to sign City of LA contract and various incorporation documents.

Moved by: D. Gonek

Seconded by: T. Dujovne

PASSED: Yes

D. **MOTION:** Form a 3-step plan to obtain insurance with 1. To find an insurance broker that will give us a 60-day certificate that we can pay for later and if this not work, then 2. Ask the CRA for a loan or finally, 3. Ask Urban Place Consulting for a loan from their contract money.

Moved by: A. Freeman

Seconded by: T. Dujovne

PASSED: Yes

E. **MOTION:** To create a resolution to allow signatories to open a account at Wells Fargo Bank and that the Board elected today will be able to sign checks.

Moved by: D. Gonek

Seconded by: L. Fulton

PASSED: Yes

IV. REVIEW AND APPROVE BUDGET FOR 2007

A. S. Gibson stated that the budget was the same as outlined in Management Plan. The budget needs to be submitted to the IRS for C6 process and to the City of LA. He reviewed the budget categories with the Board, stating approving the budget today does not lock you into the specific categories.

B. A. Freeman requested that Staff do some research on when the money is predicted to come in, to help with budget forecasting. He also stated that the Board should explore a sweep account at Wells Fargo, an interest bearing account.

MOTION: To approve 2007 Budget.

Moved by: L. Fulton
Seconded by: B. Ahkavan
PASSED: Yes

V. DISCUSS 2008 ASSESSMENT RATES AND APPROVE

- A. S. Gibson explained that the assessment role needs to be submitted by June 1, 2007. The projection budget has been approved in the Management Plan. Approval is needed to use these rates in 2008.

MOTION: To approve assessment rates for 2008

Moved by: L. Fulton

Seconded by: D. Gonek

PASSED: Yes

VI. REVIEW CLEAN AND SAFE TIMELINE AND RFP PROCESS

- S. Gibson reviewed a draft timeline and RFP process for Clean and Safe program start-up in NOHO BID.

VII. DISCUSS MANAGEMENT STAFF/CONTRACT

- A. S. Gibson stated Urban Place Consulting would be interested in managing the District. B. Ahkavan asked if an RFP needed to be submitted for management, to show property owners that the Board has gone out for competitive bids. S. Gibson stated that the CRA contract with Urban Place states that it will draft an RFP for Management.

MOTION: To have Urban Place draft and RFP for management services

Moved by: A. Freeman

Seconded by: T. Dujovne

PASSED: Yes

VIII. UPDATE ON ACCESSING TRANSPORTATION FUNDS

- A. CRA not in attendance. Will provide update at next meeting.

IX. NEW BUSINESS

- A. A regular Board meeting date was set for the 3rd Tuesday of every month at 9:00am. Next month's meeting will be at CRA offices on June 19th.
- B. Office location: There is a need for space for the Staff and Clean and Safe teams. S. Gibson explained that the biggest square footage needs will be for the Clean and Safe team and materials. Urban Place will provide the specifications for office size.
- C. Logo, letterhead and website should be created. A. Freeman stated that he would try and lock down nohobid.org and nohobid.com. L. Fulton said she would talk to designers she knows about creating a logo and letterhead.

IX. ADJOURN Next meeting will be held June 19th at 9am at CRA Offices. S. Gibson adjourned the meeting at 11:15am.