**BID ADVISORY BOARD MEETING MINUTES**

**WEDNESDAY, February 22nd, 2017**

**LOCATION: BANK OF MARIN**

1. **Call To Order 8:10am:**
	1. Attendees: **Board:** Jaime Ortiz, Jeff Brusati, Matt Haulk, Melissa Prandi, David Haydon. **City:** Tom Adams. **Staff:** Amanda Tryon
2. **Public Comments:**
	1. None
3. **Cultural Arts District:**
	1. Tom Adams quickly gives a synopsis of the new State of California Cultural Arts District designation. This is a pilot program, and applications are due on March 29th, with 10-15 designations awarded.
	2. The proposed partnership is The City of San Rafael, Downtown San Rafael BID, Art Works Downtown, Youth in Arts, and California Film Institute.
	3. **Motion: Jeff motions to approve the BID’s role as a partner in the proposed Cultural Arts District. Melissa seconds. Motion passes unanimously.**
4. **Downtown BID Transition Administration:**
	1. **Staff Support:**
		* Amanda gives a brief update about her current role as contracted Marketing and Communication Coordinator, and the Board discusses staffing options moving forward. It is determined to keep Amanda in her current role for the time being.
	2. **Principal Office Location Discussion:**
		* Matt states that he spoke with Jack Krystal about potential office space in the Chase Bank building, and that there were two offices available for $595 and $695.
		* Jaime states that he has spoken with Joanne at the Chamber of Commerce, and she has an office she can offer the BID for $500 per month, with full access to the conference room and printer. They have also offered the BID space to store the boxes of files from the previous office while we wait for move-in. Jaime further states that he has put in the BID’s notice at the Aging Solutions office to be vacated by the end of February.
		* **Motion: Jeff motions to pursue the office space within the Chamber of Commerce. Matt seconds. Motion passes unanimously.**
	3. **BID West End:**
		* Tom Adams brings to the board an issue of equity toward the BID efforts in the West End, raised by Joel Eis from Rebound Bookstore. Tom and Jaime will meet with Joel to follow up.
	4. **BID Board Member Applications:**
		* So far, seven BID members have submitted applications to become BID Board Members. These include Logan McDonnell from the Downtown Streets Team, Adam Dawson from Mike’s Bikes, Maria Bernier from Woodlands Pet Food and Treats, Shayla Moran from the Downtown San Rafael Market, Jed Greene CPA, LeAnne White from Incavo Wine, and Bonnie Ayers Namkung. Each application is reviewed by the Board.
		* **Motion: Matt motions to accept all applicants and authorize Amanda to communicate that to them. Jeff seconds. Motion passes unanimously.**
		* **Motion: Matt motions to make an inquiry into the bylaws to add a 13th seat to the Board to be held for the West End. David seconds. Motion passes unanimously.**

**Next Meeting: March 8th, 8:00am-9:00am.**

**Adjourn at 9:10am.**