



(RCIA)
Interim Board of Directors
Wednesday, June 10th, 2015 – 12 noon

Location: Redwood City-San Mateo County Chamber of Commerce
1450 Veterans Blvd. Ste. 125, Redwood City, CA 94063

AGENDA:

1. **Call to Order – President Eric Lochtefeld**
2. **Introductions**
3. **Approval of Minutes from April 8th Interim Board of Directors** **Action Item**
4. **Public Announcements, Public Comment**
5. **Committee Reports:**
(Executive Committee) Eric Lochtefeld:
Pending issues:
 - a. Retaining the Law offices of Aaronson, Dickerson and Lanzone not to exceed \$5,000 in legal costs, give background:
Resolution: *Shall the RCIA Board approve the agreement between the President and the Law Offices of Aaronson, Dickerson, Cohn and Lanzone, not to exceed \$5,000.00 in legal advice and correspondences, to be paid for by the proposed line item in the RCIA budget* **Action Item**
 - b. Amend the district to remove residential condo parcels at Maple and Pennsylvania: **Action Item**
 1. *background;*
 2. *Reduction in assessments of \$ 1191.40;*
 3. *Reimbursement for assessments paid in this FY;*
 4. *Process for amending through Annual Report Process;*
 5. *Public Hearing required*
Resolution: *Shall the RCIA Board of Directors recommend that the City delete the residential condos in the periphery of the CBID at Maple and Pennsylvania due to the*

recent evidence that not all condo owners were notified of the assessments and assessment ballot proceeding and public hearing held in July 2014.

- c. Report to the City on the reduction in assessments as well as the anticipated new and additional based upon new developments within the boundaries of the CBID for FY 16, done in May **Action Item**

- d. Recommendation on any increase in assessments based upon CPI

- e. Selection of Nominations Committee for first Annual Elections to the Board for the RCIA, Chaired by President Eric Lochtefeld, and :

1. *Designate 2 other Board members to serve with the President to serve as the Nominations Committee;*
2. *Approve the Nominations letter and application;*
3. *Set the Annual meeting date for Wednesday, September 9th, 2015 at 12 noon at the Chamber Office Conference Room;*
4. *Authorize the Nominations Committee to return a list to the Interim Board of eligible nominees for the Board seats, as per the bylaws at the September 9th Annual meeting* **Action Item**

- f. Update on Restraining order for individuals who are harassing Chamber employees and CEO over access to CBID records

(SOBO Committee) Cathy Oyster

- a. J&A Cleaning Services Update
- b. Travel supplement For Video Mapping - (See Attached) **Action Item**
- c. Other

(DISI Committee) Lori Lochtefeld and Don Gibson

- a. Update on URL, Ad Mats, Website/Logo/ PR
- b. Committee decided to enter Into a 5 month Agreement with Olive PR Solutions, Inc. at \$2000 a month not to exceed \$10,000, in conjunction with San Leandro Improvement Association, Commencing June 1st.

Resolution *Recommend to the Board that the President enter into a contract with Olive PR with following conditions:*

1. *Stay within budget limitation for DISI, FY 2015 for PR services;*
2. *Not to exceed \$2,000 per month;*
3. *Initial agreement of minimum of five months; commencing July 1st,*
4. *Key contact person to be Amy Buckmaster or Lori Lochtefeld*
5. *Olive rep to attend each DISI Committee meeting* **Action Item**

- c. New Video Mapping Content

Resolution: *Shall the DISI Committee and the President of the RCIA be authorized to expend funds for new Video Mapping Content including \$30,000 with Bartkresa Design.* **Action Item**

- d. Committee voted to allocate additional \$5000 for Commercial Production cost with Comcast Spotlight **Action Item**
- e. Committee voted to allocate \$20,000 for Marketing efforts for the RCIA **Action Item**

(Parking Management) Kim Wilkens

- a. Valet Parking Update
- b. School District Agreement Update

(Project Review) Ben Paul

- 6. **President's Report**
- 7. **Executive Directors Report**
- 8. **Other**
- 9. **Adjournment**
- 10. **Next Interim Board Meeting:**



(RCIA)
Executive Committee Agenda
Wednesday, June 10th, 2015 – 11:00 a.m.

Location: Redwood City-San Mateo County Chamber of Commerce
1450 Veterans Blvd. Ste. 125, Redwood City, CA 94063

AGENDA:

1. **Call to Order and Introductions** **Eric Lochtefeld, Interim President**
2. **Announcements, public comment on agenda items**
3. **Pending issues:**
 - a. **Resolution on Retaining Law offices of Aaronson, Dickerson and Lanzone not to exceed \$5,000 in legal costs, determine which line item and category it should be paid out of** *Action Item*
 - b. **Amend the district to remove residential condo parcels at Maple and Pennsylvania:** *Action Item*
 1. **background;**
 2. **Reduction in assessments of \$ 1191.40;**
 3. **Reimbursement for assessments paid in this FY;**
 4. **Process for amending through Annual Report Process;**
 5. **Public Hearing**
 - c. **Report to the City on the reduction in assessments as well as the additional assessments for FY 16, done in May**
 - d. **Recommendation on any increase in assessments based upon CPI**
 - e. **Board meeting and PR requests**
 - f. **Update on first Board Elections and Nominations process**
4. **Other**
5. **Next Executive Committee Meeting:** _____



BROWN ACT: Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at a place to be determined. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Amy Buckmaster, at the Redwood City – San Mateo County Chamber of Commerce at 650 364-1722 at least 48 hours prior to the meeting.

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