



**DOWNTOWN  
LONG BEACH  
ALLIANCE**

Governance  
Committee

Sam Pierzina – Chair

Debra Fixen

Graham Gill

Silissa Uriarte Smith

Whitney Neal

Staff

Austin Metoyer,  
President & CEO

Kelsey Mader,  
General Manager

Jeremy Ancalade,  
Vice President of Finance  
& Administration

**GOVERNANCE COMMITTEE MINUTES**

**Wednesday, January 24, 2024**

**9:00 AM**

**DLBA Conference Room**

100 W Broadway, Suite 235

Long Beach, CA 90802

**Voting Present:** Sam Pierzina, Debra Fixen, Silissa Uriarte Smith, Whitney Neal

**Voting Absent:** Graham Gill

**DLBA Staff:** Kelsey Mader, Jeremy Ancalade

1. CALL TO ORDER and INTRODUCTIONS – Sam Pierzina, Chair  
[Meeting presentation](#). Called to order at 9:02 AM.
2. APPROVE MINUTES  
**ACTION:** Approve Minutes from [December 6, 2023 Meetings](#)  
**MOTION:** 1<sup>st</sup>: Pierzina; 2<sup>nd</sup>: Smith  
**VOTE:** None opposed. No abstentions. Fixen not present for vote. Motion passes.
3. CHAIRPERSON'S REPORT – Pierzina
  - A. [Bylaw](#) Review/Amendments
    - Pierzina reminded the Committee to review the Bylaws to ensure they are up to date with organizational practices.
    - If the Committee recommends any additional amendments, they will need to be approved by the Board of Directors.
  - B. [Organizational Calendar](#) Review
    - Pierzina reviewed the calendar over the next few months, identifying the current Bylaw amendment timeline, followed by the Board recruitment process which will begin in March.
4. STAFF REPORT
  - A. [Board Experience Survey](#) – Mader
    - Mader reviewed the draft survey with the Committee which has been developed by Committee members and staff over the last several weeks.
    - After some minor revisions, the Committee finalized/approved the survey. Mader will send the survey to the Board later this month and provide the findings to Pierzina so he can present to the Board of Directors in February.

**ACTION:** Approve or revise the 2023-24 DLBA Board Experience Survey and distribute to Board of Directors.  
**MOTION:** 1<sup>st</sup>: Pierzina; 2<sup>nd</sup>: Smith.  
**VOTE:** None opposed. No abstentions. Motions passes.
  - B. Demographic Survey – Mader
    - The Demographic Survey was developed as a tool in DLBA's Diversity, Equity, Inclusion, and Access (DEIA) Initiative. Co-chairs Denise Carter, Griselda Suarez, and Michael Vitug worked with staff to develop a brief survey to be completed by the Board of Directors.
    - Mader will send this survey to the Board alongside the Experience Survey.
  - C. Misc. – Ancalade
    - Ancalade provided updates on the office move and the expected timeline for the construction project in the Clean & Safe team office area.

5. OLD BUSINESS
  6. NEW BUSINESS
  7. PUBLIC COMMENT (three minutes on all non-agenda items)
  8. ADJOURNMENT
- Adjourned at 9:45 AM.

**NEXT GOVERNANCE COMMITTEE MEETING:**

**February 28**

**Location: DLBA Conference Room**

***Mission: Cultivate, preserve, and promote a healthy, safe, and prosperous Downtown for all.***

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