



**DOWNTOWN
LONG BEACH
ALLIANCE**

Governance
Committee

Denise Carter – Chair

Amy Chambers

Graham Gill

Griselda Suarez

Loara Cadavona

Staff

Austin Metoyer,
President & CEO

Kelsey Mader,
General Manager

Jeremy Ancalade,
Vice President of Finance
& Administration

GOVERNANCE COMMITTEE MINUTES

Wednesday, April 26, 2023

8:00 AM

DLBA Conference Room

100 W Broadway, Suite 120

Long Beach, CA 90802

Voting Present: Denise Carter, Amy Chambers, Graham Gill

Voting Absent: Griselda Suarez, Loara Cadavona

DLBA Staff: Austin Metoyer, Kelsey Mader, Jeremy Ancalade

1. CALL TO ORDER and INTRODUCTIONS – Denise Carter, Chair
[Meeting presentation](#). Called to order at 8:05 AM.

2. APPROVE MINUTES

ACTION: Approve Minutes from [March 28, 2023 Meeting](#)

MOTION: 1st: Chambers; 2nd: Gill

VOTE: None opposed. No abstentions. Motion passes.

3. CHAIRPERSON'S REPORT – Carter

A. [Board & Committee Vacancies](#)

i. 2022-23 Board

(a) Advisory (1)

- The Convention & Visitors Bureau (CVB) has recommended DLBA appoint Samantha Mehlinger, Vice President of Communications, to fill this seat. This appointment will go before the Executive Committee at its next meeting for final approval.

ii. 2022-23 Programming Committees

(a) Marketing & Communications (2)

(b) Public Safety (1)

- Janice Friend was a long-serving Public Safety Committee member, but a few months ago was no longer able to attend the meetings at the time they were scheduled. After the meeting time changed, Friend now has no scheduling conflict and would like to rejoin.

ACTION: Approve [Janice Friend](#) to serve on DLBA's Public Safety Committee effective immediately and expiring September 30, 2023.

MOTION: 1st: Chambers; 2nd: Gill

VOTE: None opposed. No abstentions. Motion passes.

4. STAFF REPORT

A. [Attendance Report](#) Review – Kelsey Mader

B. Revision to [DLBA Bylaws](#): Stakeholder vs. Rate Payer – Kelsey Mader

- Mader reviewed the recommended changes introduced by Cadavona at the last Committee meeting. In summary, the DLBA Bylaws would no longer use the term “stakeholder” and instead will refer to those individuals as “ratepayers”.
- This does not change any procedures, simply the terms used to refer to different peoples throughout Downtown.
- Ratepayer refers to those who pay an assessment either directly or indirectly to DLBA, whereas stakeholder is more inclusive and refers to everyone who lives, works, and enjoys the Downtown.

ACTION: Review to approve or revise recommendations to amend DLBA Bylaws and send to Board of Directors for two-thirds approval.

MOTION: 1st: Carter; 2nd: Chambers

VOTE: None opposed. No abstentions. Motion passes.

- C. Board Election Update – Kelsey Mader
 - Mader provided a brief update on where DLBA is at in the Board Election process. At this time, the Election Announcement mailers were sent out and the application period is open now through May 19.
 - The Committee discussed possible interview dates/times for Board interviews. These likely will take place immediately following the May Committee meeting on May 24th at 8AM and will be held virtually via Zoom.
- D. Misc. – Austin Metoyer
 - DLBA’s Community Budget Forums have been consolidated from 3 to 1 based off sign-ups. This forum kicks off the budget development process.
 - In May the programming committees will look at their respective department’s budget and provide input while considering the findings from the forum.
 - Staff will then work with Metoyer and Ancalade to build the budget, then it will go to the Executive Committee and Board for final review. The budget will be finalized in August.
 - The first Taste of Downtown is in May on the 10th and 11th in East Village.
 - Beach Streets will be in Long Beach on May 20th. DLBA and the City are working together on activations throughout Downtown.
 - The Request for Proposal (RFP) for Clean & Safe Services has gone out and is closing May 10.

5. OLD BUSINESS

6. NEW BUSINESS

7. PUBLIC COMMENT (three minutes on all non-agenda items)

8. ADJOURNMENT

Adjourned at 8:47 AM.

NEXT GOVERNANCE COMMITTEE MEETING:

May 24, 2023

Location: DLBA Conference Room

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

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