



**DOWNTOWN
LONG BEACH
ALLIANCE**

BOARD OF DIRECTORS MEETING MINUTES

Thursday, December 6, 2018

4 PM

Studio One Eleven

235 East Third Street Long Beach, CA 90802

Voting Members Present: Allison Kripp, Bob Kelton, Debra Fixen, Johanna Cunningham (not present for voting), Laurie Gray, Linda Tatum, Loara Cadavona, Ryan Altoon, Sam Pierzina, Sara Hickman, Todd Lemmis, Toliver Morris, Tony Shooshani

Voting Members Absent: Alan Burks, Alan Pullman, Daniel Tapia, Debra Johnson, Melissa Infusino, Sheva Housseinzadeh, Silvano Merlo

Non-Voting Members Present: Jeremy Harris, Cory Allen-Council District I representative, Nicole Hatley, Scott Apel

Non-Voting Members Absent: Denise Carter, Diane Arnold, Don Darnauer, Nick Edwards, Griselda Suarez, Jeremy Schott, Councilmember Pearce

DLBA Staff: Kraig, Kojian, Broc Coward, Jennifer Arenas, Steve Be Cotte, Cherisse Evans, Mo Mills, Kevin Dickson

Guests: Lisa Carrick – Windes, Tom Huey – Windes

1. CALL TO ORDER and INTRODUCTIONS – Tony Shooshani, Chair
Meeting called to order at 4:04 PM.

CONSENT CALENDAR (Items 2 and 3)

All matters listed under the Consent Calendar are to be considered routine by the Board and will all be enacted by one motion. There will be no separate discussion of these items unless the Chair, Board Members or the President and CEO request specific items be discussed and/or removed from the Consent Calendar for separate action.

2. SECRETARY REPORT: [Minutes from October 10, 2018 Meeting](#)
3. FINANCIAL REPORT: [Year-To-Date Financials through October 31](#)

ACTION: Approve Consent Calendar Items. 1st: Altoon. 2nd: Kripp. None opposed, no abstentions. Motion carries.

REGULAR AGENDA (Items 4 - 9)

4. CHAIRPERSON'S REPORT - Shooshani
 - A. Meeting Format for Annual Goals and Objectives
As part of his leadership objective, Shooshani would like to create a new organizational transition plan based on the DLBA Vision 2020 objectives which had its final update in December 2016. The three primary goals moving forward would be to:
 - Update the goals and actions identified when Vision 2020 was first created
 - Leverage DLBA resources to achieve the greatest impact possible
 - Align DLBA leadership and governance structure to ensure efficient implementation of the plans

Altoon spoke about this plan being the guiding principles over the next 5+ years, addressing DLBA engagements, metrics with regards to rising costs, succession plans, PBID renewals among other areas of interest throughout the city. An ad hoc working group will be created to look at options and will bring back suggestions to the Board of Directors for approval. May take up to 4-6 months.

Shooshani also thanked Director Linda Tatum, who represented the City on the Board, for her service. She will be replaced by John Keisler, Director of Economic Development and Property Services effective January 1, 2019.

5. Governance Committee Report – Ryan Altoon, Past-Chair

The Governance Committee is looking at a year-long engagement to identify potential Board candidates, rather than a once-yearly recruitment. Currently working on what metrics are needed to categorize eligible candidates based on upcoming seat vacancies and filling the needs of the Board. Also working on marketing materials to explain the merit and value of being a DLBA Board member to interested individuals.

Kojian mentioned that the entire Board of Directors can champion DLBA candidates and cultivate leadership by helping to seek interested community members and invite them to attend committee or Board meetings and participate in DLBA events.

6. Audit Committee Report – Bob Kelton, Chairperson

A. Present 2017-18 Annual Audit – Tom Huey and Lisa Carrick, Windes

Huey explained that the financial statement is a consolidated DLBA/DDC statement even though they are separate entities because the members of the DLBA Executive Committee sit on the Board of the DDC. There was a request to make an expanded footnote in the statement, clarifying that the restricted contribution was to the DDC specifically. **ACTION: Approve or amend 2017-18 Annual Audit as recommended by DLBA Audit Committee. 1st: Morris. 2nd: Kelton. None opposed, Tatum Abstained. Motion carries.**

B. Present 2017-18 Form 990 – Tom Huey and Lisa Carrick, Windes

ACTION: Approve or amend 2017-18 Form 990 as recommended by DLBA Audit Committee. 1st: Kelton. 2nd: Altoon. None opposed, Tatum Abstained. Motion carries.

7. PRESIDENT AND CEO REPORT – Kraig Kojian

Kojian reported that the Executive Committee had heard a presentation earlier in the day from Kelly Colopy, Director of Health and Human Services for the City of Long Beach which she will present to City Council on Tuesday, December 11, 2018 regarding the Everyone Home Long Beach Task Force composed of 30 community partners named by Mayor Garcia. Report with recommendations being presented was given to all Board members to review.

DLBA Annual report is now available in hard copy as well as online.

A. Downtown Development Corporation (DDC) Update

Kojian reported that DDC has engaged a strategic planning consultant to partner with Dr. Steven Goodwin who is an organizational management professional to work on a strategic plan and the organizational structure for the DDC with the goal of separating from the DLBA this year so that the DDC can evolve into a stand-alone entity. John Keisler, Economic Development Director for the City of Long Beach will also be providing input.

B. Organizational Transitional Planning – Ryan Altoon, Past-Chair

8. OLD BUSINESS

9. NEW BUSINESS

The Board members went around the table and shared any New Business that had to share with the group.

10. PUBLIC COMMENTS (three minutes on all non-agenda items)

11. ADJOURNMENT

Meeting adjourned at 5:00 PM.

NEXT SCHEDULED BOARD MEETING:

Wednesday, February 20, 2019

4 PM

Location: TBD

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

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