



**DOWNTOWN
LONG BEACH
ALLIANCE**

**Executive Committee
Members**

Loara Cadavona – Chair

Debra Fixen – Chair-Elect

Allison Kripp – Secretary

Sheva Hosseinzadeh -
Treasurer

Alan Pullman – Past Chair

John Keisler – City
Representative

Alan Burks

Denise Carter

Sam Pierzina

DLBA Staff

Broc Coward, COO

Jeremy Ancalade, CFO

Kelsey Mader, Executive
Assistant

EXECUTIVE COMMITTEE MEETING MINUTES
Thursday, December 2, 2021
8 AM

This meeting is being held via Zoom teleconferencing, pursuant to Assembly Bill 361.

[Join Meeting](#)

Meeting ID: 879 0490 5131

Passcode: 100976

Voting Present: Loara Cadavona, Debra Fixen, Allison Kripp, Sheva Hosseinzadeh, Alan Pullman, John Keisler, Alan Burks, Sam Pierzina

Voting Absent: Denise Carter

DLBA Staff: Broc Coward, Jeremy Ancalade, Kelsey Mader, Austin Metoyer, Morris Mills, Amanda Barrera

1. CALL TO ORDER and INTRODUCTIONS – Loara Cadavona, Chair
[Meeting presentation](#). Called to order at 8:03 AM.

2. SECRETARY REPORT

ACTION: Approve Minutes from [November 4, 2021, Meeting](#)

MOTION: 1st: Hosseinzadeh; 2nd: Fixen

VOTE: None opposed. Keisler abstained. Burks not present for vote.
Motion passes.

3. TREASURER’S REPORT – Jeremy Ancalade, DLBA CFO and Sheva Hosseinzadeh,
Treasurer: [Year-to-Date Draft Financials through Oct 2021](#)

- Ancalade presented financials on slides 5-13. Currently the organization is still early in the fiscal year, so there is not much information to present.
 - Pullman and Ancalade discussed where the unexpected legal counsel funding is coming from. This will come from deferred revenue and mostly from fiscal year 2020-21’s budget.
 - Fixen requested a breakdown on deferred revenue, and that it be presented in upcoming Executive Committee and Board meetings.
- A. 2020-21 Audit
- B. Form 900
- The audit, completed by Windes, will be presented to the Board in December after being reviewed by the Audit Committee.

4. CHAIRPERSON’S REPORT - Cadavona

- A. Governance Committee Report – Debra Fixen, Chair
- i. Board Vacancies
- a. PBID Standard (2)

ACTION: Approve [Cheryl Roberts](#) to serve on the DLBA Board of Directors representing PBID Standard for a two-year term, effective immediately and expiring September 30, 2023.

MOTION: 1st: Pullman; 2nd: Kripp.

VOTE: None opposed. Keisler abstained. Burks not present for vote.
Motion passes.

- b. PBID Premium (1)
- c. Advisory (1)
- ii. Committee Vacancies
 - a. Special Events & Sponsorships (1)
 - Coward shared that Silissa Uriarte Smith will be appointed to fill this vacancy at the next Governance Committee meeting.
- iii. Organizational Calendar Update

B. President/CEO Search Committee Composition Review

- Cadavona presented slides 20-22 which reviewed candidate criteria/guidelines for the creation of the Search Committee. The Committee discussed each category while considering/proposing candidates to represent each.
- Kripp asked if the Committee will look to an outside agency for the hiring process. Cadavona explained that this will be up to the Search Committee but is also dependent on available funding.
- Keisler identified the Long Beach Economic Partnership (LBEP) and the Chamber of Commerce as key partners in this search.

ACTION: Approve recommended composition and potential candidates of President/CEO Search Committee as follows:

- Blair Cohn
- Alan Pullman
- City Representative as designated by City Manager
- Sean Rawson or representative from Waterford Property Company
- Denise Carter
- Suny Lay Chang
- Debra Fixen
- Steve Goodling or representative from the Convention & Visitors Bureau
- Graham Gill or representative from Lee & Associates

MOTION: 1st: Burks; 2nd: Hosseinzadeh.

VOTE: None opposed. Keisler abstained. Motion passes.

5. STAFF REPORT – Broc Coward, COO

A. Assembly Bill 361 (AB 361) Compliance

ACTION: Vote to authorize DLBA Board and its committees to conduct business via teleconferencing in compliance with AB 361

MOTION: 1st: Burks; 2nd: Pullman.

VOTE: None opposed. No abstentions. Motion passes.

B. DEIA Update

- Mills presented a timeline on slide 26 which breaks down where DLBA is at in this project/initiative.
- The first deliverable will be the Equity Statement and is expected before the end of the calendar year.

C. Miscellaneous

6. OLD BUSINESS

7. NEW BUSINESS

- Kripp announced that she is now a City employee working within the Homeless Services department.

8. PUBLIC COMMENTS (three minutes on all non-agenda items)
9. ADJOURNMENT
Meeting adjourned at 9:04 AM.

NEXT SCHEDULED EXECUTIVE COMMITTEE MEETING:

Thursday, January 6, 2022

8 AM

Location: TBD

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

All meetings held by the Downtown Long Beach Alliance shall be conducted in compliance with the Brown Act, California Government Code Section 54950 et seq., and its requirement that public commissions, boards, councils, and public agencies conduct business openly, and in compliance with AB 361. E-Mail correspondence regarding agenda items can be directed to info@dlba.org. Agenda items may also be reviewed as posted in public view at the DLBA offices or at City Hall. If special accommodation is desired pursuant to the Americans with Disabilities Act, please make your request by phone to (562) 436-4259, by noon the day prior to the meeting.