



**DOWNTOWN
LONG BEACH
ALLIANCE**

Governance
Committee

Denise Carter – Chair

Amy Chambers

Graham Gill

Griselda Suarez

Loara Cadavona

Staff

Austin Metoyer,
President & CEO

Kelsey Mader,
Executive Assistant

GOVERNANCE COMMITTEE MINUTES

Monday, October 24, 2022

3:00 PM

The virtual portion of this meeting is being held pursuant to Assembly Bill 361.

DLBA Conference Room

100 W Broadway, Suite 120

Long Beach, CA 90802

OR

Join Zoom Meeting

Meeting ID: 823 6582 0543

Passcode: 626157

Voting Present: Denise Carter, Loara Cadavona, Amy Chambers

Voting Absent: Griselda Suarez

DLBA Staff: Austin Metoyer, Kelsey Mader

1. CALL TO ORDER and INTRODUCTIONS – Denise Carter, Chair
Meeting presentation. Called to order at 3:09PM.
 - The committee did a brief round of introductions, noting their affiliation with Downtown.

2. APPROVE MINUTES
ACTION: Approve Minutes from [September 28, 2022 Meeting](#)
MOTION: 1st: Chambers; 2nd: Cadavona
VOTE: None opposed. No abstentions. Motion passes.

3. CHAIRPERSON'S REPORT – Carter
 - A. **Board & Committee Vacancies**
 - i. 2022-23 Board
 - (a) Advisory (1)
 - Metoyer discussed potential seat assignments for the Advisory Board. This could include designations for Arts & Culture, Tourism & Entertainment, etc. This is something to consider when looking at Board recruitment.
 - ii. 2022-23 Programming Committees
 - (a) Economic Development (1)
 - Mader shared that Chiddick is a new DLBA Board member and holds the Area B Residential Seat.
ACTION: Approve Ashley Chiddick to serve on the DLBA Economic Development Committee for a one-year term effective immediately and expiring September 30, 2023.
MOTION: 1st: Cadavona; 2nd: Chambers
VOTE: None opposed. No abstentions. Motion passes.
 - (b) Placemaking (1)
 - Mader shared that Salas is the Vice President of Content, Innovation, and Outreach at the Museum of Latin American Art. Having representation from the arts is important on Placemaking.
ACTION: Approve Solimar Salas to serve on DLBA Placemaking Committee for a one-year term effective immediately and expiring September 30, 2023.
MOTION: 1st: Carter; 2nd: Chambers
VOTE: None opposed. No abstentions. Motion passes.

(c) Public Safety (2)

- Mader shared that Baltazar is the Real Estate Manager for Mosaic and is the main point of contact and facilitator for Coffee with a Cop.

ACTION: Approve Yolanda Baltazar to serve on the DLBA Public Safety Committee for a one-year term effective immediately and expiring September 30, 2023.

MOTION: 1st: Carter; 2nd: Cadavona

VOTE: None opposed. No abstentions. Motion passes.

(d) Marketing & Communications (3)

ACTION: Approve Denise Carter and Ashley Chiddick to serve on the DLBA Marketing & Communications Committee for a one-year term effective immediately and expiring September 30, 2023.

MOTION: 1st: Cadavona; 2nd: Chambers

VOTE: None opposed. No abstentions. Motion passes.

4. STAFF REPORT

A. [Bylaw](#) Introduction – Kelsey Mader

- Mader reintroduced the Bylaws to the Committee, reminding them that later in the year they will be responsible for reviewing this and making any necessary amendments. Final approval of the recommended changes will be by the DLBA Board of Directors.

B. [Organizational Calendar](#) Review – Kelsey Mader

- Mader reviewed this document, explaining that it is used to help keep the committee on top of current and upcoming projects/deadlines. The most important initiatives are the Stakeholder Audit, Board elections, and Bylaw review.

C. [DEIA Framework](#) – Austin Metoyer

- Board recruitment has been heavily driven by staff, but Metoyer is encouraging and empowering the Board to get more involved with this effort.
- Carter hopes to be more intentional about inviting people to attend committee/Board meetings as members of the public or even to join if they are interested.
- Metoyer reviewed a portion of the Race & Social Equity Framework (Work Plan 2022-24), addressing Board recruitment, structural changes, organizational Bylaws, etc. To keep on track of this initiative time will be dedicated to this at each committee meeting.
- In December 2022, the DEIA Framework outlines the following goals/milestones:
 1. Evaluate the Board and City representation
 2. Plan for targeting recruitment from exiting diverse members of committees
 3. Evaluate the Board governance structure with a DEIA lens to improve accessibility and better value social and cultural capital representation
- Cadavona asked if the DEIA committee identified any metrics? If not, is there an opportunity for that committee to work with Governance to complete this for the organization which can tie back to the Strategic Plan? Metoyer said specific metrics were not developed but the question of how to evaluate success came up. As a first step, staff will be tasked with developing a demographical breakdown of Downtown, then compare Board composition with those findings.
- Metoyer reminded the Committee about its responsibility to gauge Board experience. In the past this has been done by surveying members.

5. OLD BUSINESS

6. NEW BUSINESS

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

8. ADJOURNMENT

Adjourned at 3:44PM.

NEXT GOVERNANCE COMMITTEE MEETING:

Wednesday, November 23, 2022

Location: HYBRID

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

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