



Downtown Glendale Association
Executive Committee Meeting
Wednesday July 13th, 2022 – 9:00 a.m.
100 N. Brand Blvd, 6th Floor Conference Room
Glendale, Ca 91203
Zoom Video Conference
www.downtownglendale.com

Present: Randy Stevenson, Helen McDonagh, Rick Lemmo, Raul Porto

Absent: None

Guests: None

Staff: Marco Li Mandri and Ryan/NCA, Nick Lemmo/DMS

Minutes:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Introductions	President, Rick Lemmo called the meeting to order at 9:00 am. Introductions were completed. This was a hybrid / Zoom meeting due to the COVID shelter in place requirements. Everyone was in person or on video for the meeting, consistent with the Brown Act rules.	No Action Taken
2. Approval of May 4th, 2022 Executive Committee Minutes	Rick asked the Executive Committee to review the May 4 th , 2022 Executive Committee minutes.	Randy moved and Raul seconded a motion to approve the May 4th, 2022 minutes. The motion was approved unanimously.
3. Approval of AB 361 allowing	Marco explained the Governors AB361 which allows provisions to the Brown Act	Helen moved and Randy seconded a

Rick Lemmo, President / Government Relations • Raul Porto, Vice President
 Randy Stevenson, Vice President • Helen McDonagh, Secretary / Treasurer
 Steven Sayers • Bradley Calvert

us to continue to meet virtually	during the pandemic to meet virtually with the public. Because of the health hazards, new variant, and LA County considering to implement masking in doors again, it was discussed to continue meeting virtually.	motion to continue to meet virtually and review again at the next Executive Committee meeting. The motion was approved unanimously.
4. Public Comments and Announcements	Rick opened the floor for public comments and announcements.	No Action Taken
5. Committee Reports		
Executive Committee	Rick and Marco went through the following items:	
a. YTD Rough Draft Budget review for FY 22	Marco reviewed the budget, the collected assessments, and carry forward. Marco reviewed the ADMIN, DISI, and SOBO categories. Randy discussed moving \$50,000 from contingency to capital improvements to cover the purchase of the new truck, ash trays, trash cans, pressure washer, and any other capital improvements that were needed. It was also discussed to make sure the purchased items are added as assets and accounted for on the balance sheet.	Randy moved and Raul seconded the motion to transfer \$50,000 from contingency line item to capital improvements line item. The motion was approved unanimously.
b. Update on amendment to bylaws, see attached (Article VIII, Section 1)	Marco explained that Staff will be drafting an amendment to the bylaws to state that business tenant Board Members shall be in good standing with their landlord just like the property owners must be in good standing on assessment payments. This item will be brought up again at the next Executive Committee meeting as an action item to review the changes.	No Action Taken
c. Other	Rick opened the floor for any other comments or questions. 1. Marco stated staff will email out the taxes from last year and they will be posted to the website.	No Action Taken
DISI Committee	Helen went through the following items:	
a. RFP responses to the solicitation	Marco explained he posted the RFP for an event coordinator to the international district RFP solicitation website. The	Helen moved and Rick seconded a motion to recommend to the

to do Event planning	committee reviewed all four who responded and narrowed it down to FUSE from San Diego and Glendale Arts from Glendale. Discussion followed.	Board of Directors for Rick, Helen, and Marco to interview both organizations and allow Executive to make the decision. The motion was approved unanimously.
b. Creation of International Professional Women's Day Task Force, set first meeting	Helen explained they will start to form the Task force at a later meeting.	No Action Taken
c. Proposal for underwriting Film Festival	Helen reviewed the film festival sponsorship request from Glendale Arts. Rick recommended setting aside \$2,500 but not paying anything until they reached \$50,000 in kind donations. They need to have the financial backing to carry out the film festival. It is a first-time film festival with no guaranteed back from the city so far. Helen suggested sponsoring at a higher level and the positive impact that a film festival could have on the district. Discussion followed.	Rick moved and Helen seconded a motion to recommended to the Board of Directors to set aside \$5,000 or \$10,000 contribution to help the film festival but only after they reach \$50,000 in cash donations and the Board checks to determine how they will get to \$100,000. The motion was approved unanimously.
SOBO Committee	Randy went through the following items:	
a. Report from DMS	Randy explained Staff would give an update at the Board Meeting.	No Action Taken
b. Other	Rick opened the floor for any other comments or concerns.	No Action Taken
6. Next Executive Committee Meeting	The next Executive Committee meeting will be decided at the Board Meeting.	No Action Taken

Minutes taken by Ryan, Staff/New City America