



**Downtown Glendale Association
Executive Committee Meeting
Tuesday, June 13th, 2023 – 9:00 a.m.
100 N. Brand Blvd, 6th Floor Conference Room
Glendale, Ca 91203
www.downtownglendale.com**

Present: Randy Stevenson, Rick Lemmo, Helen McDonagh

Absent: Raul Porto

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. Everyone was in person for the meeting, consistent with the Brown Act rules. Quorum was met.	No Action Taken
2. Approval of November 30th, 2022 Executive Committee Minutes	The November 30 th Executive Committee meetings were reviewed. There were not actions taken at that meeting.	Helen moved and Randy seconded the motion to approve the minutes. The minutes were approved unanimously.
3. Public Comments and Announcements	Rick opened the floor for public comments and announcements.	No Action Taken
4. City Updated on current projects	Marco explained that the district should get updates on new projects that happen within the district boundaries. Marco gave a brief update on the bridge link project too.	No Action Taken

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

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5. Committee Reports		
Executive Committee	Rick and Marco went through the following items:	
a. YTD Rough Draft Budget review for FY 23	Marco reviewed the budget, the collected assessments, and carry forward. Marco reviewed the ADMIN, DISI, and SOBO categories. The Board of Directors will review the budget. Discussion followed.	Rick moved and Randy seconded the motion to approve the year-to-date rough draft fiscal year 2023 budget. The motion passed unanimously.
b. Other	Rick opened up the floor for any other items, there was none.	No Action Taken
c. 3 Year contract including 30-day escape clause, 5% cap on contracts, due by all vendors by June 30th	Marco discussed that the Board of Directors will discuss and vote on locking in all vendors to a 3-year contract starting July 1 st . This will ensure they have steady services but also allow the Board to end a contract with the 30-day escape clause. It controls the cap on increases in price too.	No Action Taken
d. Annual financial report and IRS filing	Marco reviewed that the independent accountant reviewed the financials and processed last fiscal years taxes. Based on the review, all financial statements are in order in accordance with accounting principles accepted in the United States. They will be added to the website too.	No Action Taken.
DISI Committee	Helen and Marco went through the following items:	
a. Annual International Women's Day Event, report	Marco and Helen reviewed a report provided by Fuse. The event took place on March 8 th , 2023 at the Glenmark rooftop. Diane Doolin with the presenting speaker and 52 tickets were sold. It was discussed that the venue was great and it should be explored to be selected for next year.	No Action Taken
b. Cruise Night, allocation of \$5,000	Cruise Night will be held on Saturday, July 15 th , 2023 from 5:30pm – 10:30pm. This event is held on Brand Blvd. This is a big event that brings in a lot of people to the district. It was discussed to sponsor this event at \$5,000 from the city events line item that was already approved at \$10,000.	Rick moved and Helen seconded the motion to recommend to the Board of Directors the allocation of \$5,000 to cruise night. The motion was approved unanimously.

c. Tech on Tap, Taste of Glendale	The seventh annual Glendale Tech Week will take place September 12-14 th , 2023. They will have a panel, pitch festival, awards ceremony, and networking events. This will be sponsored at \$5,000 which was already included in the budget under city events. The GDGA will also hang banners for this event.	No Action Taken
d. Glendale Police Foundation Gala Sponsorship Request	The Executive Committee reviewed the sponsorship request for the Glendale Police Foundation Gala. This event will recognize and show appreciation to the Glendale Police Department.	Rick moved and Randy seconded the motion to recommend to the Board of Directors to select the Lieutenant Sponsor and donate the eight tickets to Glendale Police Officers. The motion passed unanimously.
SOBO Committee	Randy went through the following items:	
a. Report from DMS	Staff gave a brief update and would go into further details during the Board meeting.	No Action Taken
b. Budget for Bridge Link	This was not discussed.	No Action Taken
c. Other	Rick opened up the floor for any additional SOBO discussions.	No Action Taken
6. Other	Rick opened up the floor for any additional questions of discussions.	No Action Taken
7. Next Executive Committee Meeting	The next Executive Committee meeting will be decided at the Board of Directors Meeting.	No Action Taken

Minutes taken by Ryan, Staff/New City America