



**Board of Directors Meeting
Annual Meeting
Redwood City Improvement Association
Wednesday, September 14th, 2016 Noon - 1:15 pm
Location: Redwood City-San Mateo County Chamber of Commerce
1450 Veterans Boulevard, Suite 125, Redwood City, CA 94063**

Present: Eric Lochtefeld, Stacey Wagner, Ben Paul, Stephanie Kolkka, Lori Lochtefeld, Bob Oyster, Angela Rezab, Don Gibson, Lucy Wicks, Cathy Oyster, Jeff Adams, Angela Rezab, Aaron Pellarin, Dani Gasparini, Elaine Watts. By Conference Call Line: Mark Chrzanowski

Staff: Amy Buckmaster, Carolina Webster

Other: Catherine Ralston, two members of the Public

Absent: Chris Beth, Aaron Aknin, Mitch Postel, Mike Halow

MINUTES

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Call to Order	Meeting called to order at 12:05 p.m.	N/A
2. Announcements	No Announcements	N/A
3. Approval of August 10th minutes	The August 10, 2016 minutes reviewed.	Rezab moved to approve the August 10th minutes. Kolkka seconded the motion and motion was approved unanimously.
4. Public Comments:	President Lochtefeld welcomed members of the public and let them know if they had any comments this would be the time to do so. No comments from the public were made.	N/A

<p>5. Nomination Committee Update:</p>	<p>a) At the August 10th Board meeting the Board approved to appoint current Board Members, Bob Oyster, Jeff Adams and Stacey Wagner to join current President Eric Lochtefeld to form the Nominating Committee. Nomination Forms were sent to all current Board Members and Property Owners. The Nominating Committee met on Wednesday, August 31, 2016.</p> <p>1. The Nominating Committee took into consideration the below items. Volunteer Board members are required to:</p> <ul style="list-style-type: none"> • Be current on the CBID assessments for the most current fiscal year, (FY15-16); • Actively participate in one of the Committees of the Board. Help raise funds for the Board and its activities; • Support the goals and policies of the Board; • Attend all regular Board meetings; • If nominating self or other, it must be understood this is a working Board of Directors. <p>2. We also followed the rules of Article 4 Section 1 – Section 2 – Election of Directors from the RCIA Bylaws</p> <p>Action Item 1. After discussion, the nomination committee came up with the proposed Executive Officers for election.</p> <p>Election of Officers: Stacey Wagner – President; Don Gibson - Vice President; Mark Chrzanowski - Treasurer; and Stephanie Kolkka – Secretary.</p>	<p>Bob Oyster moved to approve the Election of Officers. Dani Gasparini seconded the motion and motion was approved unanimously.</p>
---	---	---

	<p>b) Action Item 2. And the proposed Board of Directors.</p> <p>Election of Board of Directors: Property Owners – Ben Paul, Aaron Aknin, Chris Beth, Dani Gasparini, Mike Halow, Eric Lochtefeld, Lori Lochtefeld, Bob Oyster, Cathy Oyster, Aaron Pellarin, Angela Rezab, Elaine Watts. Community Members – Jeff Adams, Lucy Wicks and Mitch Postel.</p>	<p>Elaine Watts moved to approve the Election of Board of Directors. Don Gibson seconded the motion and motion was approved unanimously.</p>
<p>6. Committee Updates: (SOBO Committee) – Cathy Oyster & Chris Beth</p>	<p>a) C. Oyster provided an update on the Scare in the Square. RCIA agreed to partner with Redwood City Parks and Recreation and Facebook for this event. An area where funding is needed is for Candy Sponsorship.</p> <p>Board Authorized the expenditure of \$3500.00 for RCIA Branded Candy Sponsorship to be delivered to Downtown Merchants and in the Courthouse Square during the October 27 Redwood City Scare on the Square.</p> <p>b) Update given on NEW LED Tree lights. They are due to be completed by October 1.</p> <p>Still waiting to hear back from Vendor with regards to their recommendation of RCIA Logo placement on the 30 new umbrellas and stands that were approved at the August Board Meeting.</p> <p>Pet Waste Bags and Containers have arrived at vendor and are waiting for delivery to Chamber Office.</p>	<p>Jeff Adams moved to approve the motion. Angela Rezab seconded the motion and the motion was approved unanimously.</p>
<p>(DISI Committee) - Lori Lochtefeld and Don Gibson</p>	<p>a) Update was given on the Scare on the Square and Downtown Light Celebration. RCIA Board will be volunteering in the Candy Booths. Also will be sending announcements</p>	

	<p>to Downtown Merchants to see if they would like to participate in either of these activities by either offering specials for the Lighting Celebration night or giving out Candy at Scare of the Square. All promotion will be done for them via the RCIA Public Relations firm at no charge.</p>	
<p>(Parking Management) Aaron Aknin & Ben Paul</p>	<p>In lieu of Aknin & Paul who were not at Parking Committee meeting, Buckmaster informed the Board that she would be meeting with Kilroy and All About Parking to see if there would be a possible solution to moving one of the Valet Locations to the Kilroy Building.</p>	<p>N/A</p>
<p>Project Review</p>	<p>Ben Paul reported that Greystar Development was on Chamber’s September 6 Economic Development Committee Meeting agenda to present, but was unable to. Lindy Chan, Senior Planner with the City of Redwood City came and gave an update to the Committee on the Proposed Ideas to activate Ground Floor Uses in Downtown.</p>	<p>N/A</p>
<p>7. President’s Report</p>	<p>Eric Lochtefeld thanked the RCIA Board of Directors for their support during his time as RCIA Board President. He said he was humbled and grateful and learned so much from his experience as President. Thanked Buckmaster for her support over the course of the two years by being by his side to lead the RCIA.</p>	<p>N/A</p>
<p>8. Executive Director Update</p>	<p>Buckmaster thanked Eric Lochtefeld for his leadership during his time as RCIA Board President. Said the Redwood City community is lucky to have him as a leader in community. The effort and passion he has put into the revitalization of downtown is</p>	<p>N/A</p>

	<p>immeasurable.</p> <p>Buckmaster also reported that the 2017 Redwood City Improvement Association Budget would be presented at the October 12, 2016 Board Meeting.</p>	
9. Other	<p>a) Lucy Wicks let the Board know about the upcoming Speaker Series on September 8 at the Fox Theatre.</p>	
10. Next Board meeting	Next Board Meeting – October 12, 2016	N/A
11. Adjournment	Meeting adjourned at 1:36 pm.	N/A

Minutes taken by: Amy Buckmaster, Executive Director, Redwood City Improvement Association