



**Board of Directors Meeting
Wednesday, June 12, 2019 – 12:00pm**

Location: Redwood City-San Mateo County Chamber of Commerce
1450 Veterans Boulevard, Redwood City, CA 94065

MINUTES:

Present: Don Gibson, Alex Khojikian, Ben Paul, Carolina Webster, Gloria Arteaga, Chris Beth, Iliana Rodriguez, Rosanne Foust, Gary Johnson, Eric Lochtefeld, Electra McBurnie, Lori Lochtefeld, Stacey Wagner
Via Phone: Angela Rezab

Other: Christian Hammack, Courtney Rose, Don Burrus

Staff: Amy Buckmaster, Maggie Fahey, Felicia Basques

Absent: Aaron Aknin, Dani Gasparini, Cathy Oyster, Jihan Bayyari, Lisa Soutter, Mark Chrzanowski

1. Call to Order – President Don Gibson

Meeting called to order at 12:05 p.m. by President Don Gibson.

Action Taken: N/A

2. Introductions

3. Approval of Minutes from May 8, 2019 Board of Directors

A. The May 8, 2019 Minutes reviewed.

Action Taken: Foust moved to approve the May 8, 2019 minutes. Rodriguez seconded the motion and motion was approved unanimously.

4. Public Announcements, Public Comment

Action Taken: N/A

5. New Business

Action Taken: N/A

6. Committee Updates:

(Executive Committee) Don Gibson, President

A. Selection of Nominations Committee for 6th Annual Elections to the Board of RCIA, Chaired by President Don Gibson, and:

1. Designate 3 other Board Members to serve with the President as the Nomination Committee;
2. Approve Nomination Letter and Application;
3. Set the Annual Meeting for Wednesday, September 11, 2019 at Noon at the Chamber Office Conference Room;

4. Authorize the Nomination Committee to return a list to the Board seats, as per the bylaws at the September 11 Annual Meeting.

Buckmaster described the letter and process of the annual nominations. The Board needs to designate 3 members to serve with the president to review all received property owner and community at large nominations. Stacey Wagner, Rosanne Foust and Iliana Rodriguez nominated themselves to serve with the President. Action Taken: Rezab moved to approve the three Board Members. E. Lochtefeld seconded the motion and motion was approved unanimously.

(SOBO Committee) Rosanne Foust & Gloria Arteaga

A. New Downtown Redwood City Street Banners

Resolution: Shall the SOBO Committee and the President of the RCIA be authorized to spend up to \$8,000 for the purchase of commercial grade banners with new RCIA lifestyle photos to be hung on light poles within the CBID.

Action Taken: Rodriguez moved to approve the motion. Webster seconded the motion and motion was approved unanimously.

B. New Downtown Redwood City Tables and Chairs

Resolution: Shall the SOBO Committee and the President of the RCIA be authorized to spend up to \$3,500 for the purchase of 10 new tables and 40 chairs to both add to Theatre Way and replace currently damaged tables and chairs.

Action Taken: Rodriguez moved to approve the motion. L. Lochtefeld seconded the motion and motion was approved unanimously.

C. Public Trash Can Update

Arteaga explained it's still on-going with the City to refine city can list and change out cans, if needed.

D. Bike Rack Installation Date

Arteaga explained that all artists have their bikes and should complete painting soon. Buckmaster let the Board know that Olive and Precision are working on the plaques.

(DISI Committee) Lori Lochtefeld and Don Gibson

A. New Branding Purchases Update

- Umbrellas, A-Frames, Window Stickers, Photos

Gibson shared that the new umbrellas are downtown, A-Frames can be seen downtown as well. Buckmaster said that the new window decals are forthcoming. Courtney Rose informed the Board that the outdoor photo shoot was rained out in May but was conducted June 11th and the RCIA now has hundreds of photos for branding, PR, banners, social media, etc. Buckmaster explained they are high-res, neat and unique photos the RCIA now owns.

B. PR Update – Olive PR

C. Rose gave an update on PR stating that they are working with Fung Collaboratives to promote the Art Exhibits; FreshAV is debuting the PRIDE screensaver; Newspapers are promoting the Art Kiosk and 3D Magic Shows in both print and online platforms; Followers have increased by 1100+, the RCIA has more than 11K Facebook fans; Twitter has almost 1100 followers and Instagram is nearing 2K followers.

Parking Management Committee Ben Paul and Aaron Aknin

- A. Christian Hammack, Parking and Transportation Demand Manager, Community Development Department, City of Redwood City
Hammack shared with the Board the status of the parking signage. There are 5 proposed locations that the City is looking at and are currently working with Walker Consultants to determine the best locations and signage designs.

7. President's Report

Action Taken: N/A

8. Executive Directors Report

Buckmaster shared that the May 2019 Financial Report is in the Board packet.

9. Other

10. Adjournment

Meeting adjourned at 12:40 p.m. by President Don Gibson.

Action Taken: N/A

11. Next Board Meeting: September 11, 2019

BROWN ACT: Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at 1450 Veterans Boulevard, Suite 125, Redwood City, CA 94063. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Amy Buckmaster, Executive Director (650.362.5017) at least 48 hours prior to the meeting.