



Downtown Ventura Partners Board Meeting – Action Items December 7, 2011

I. Call to Order & Introductions:

Armstrong called the meeting to order at 8:42 am.

DVP Directors present: DVP Directors present: Chair David Armstrong, Vice Chair David Comden, Jeff Smith, Christy Weir, Cheryl Heitmann, Mike Merewether **Quorum met**

Other attendees: Executive Director Kevin Clerici, Project Manager Meredith Dilg, Shana Epstein (Ventura Water) Peter Brown (City of Ventura), Barbara Evans (Parking Advisory Board).

II. Approval of DVP Minutes:

- a. Motion was made by Mike Merewether, seconded by David Comden. Motion passed unanimously with David Armstrong abstaining due to absence last board meeting.
 - i. Approved with note that the DVP terminated the Commercial Liability *Umbrella* Policy. Umbrella was not noted in the previous meeting notes.

III. Review & Approve October 2011 Financials:

- a. Approval of October, November, and December financials tabled until next board meeting January 25, 2012.

IV. Reports:

- a. Shana Epstein, Ventura Water on Santa Clara Estuary
- b. Executive Director Report: Kevin Clerici
- c. Clean & Safe Report: Kevin Clerici

V. Approve 2012 Work Plan and Budget

- a. Motion was made by Christy Weir, seconded by Jeff Smith. Motion passed unanimously.
 - i. Add quarterly occupancy report. Detail why businesses decide to move into downtown and why others decide to leave.
 - ii. Add promenade focus into all committee work plans.
 1. Make quarterly promenade report.
 - iii. Add focus on parking landscaping in Clean & Safe work plan.
 - iv. Clarify the *up to* 5% bad debt
 - v. Add the City's Safe and Clean project to Clean & Safe work plan.
 - vi. In the Economic Development budget put SGI next to Public Relations-Retention.

VI. Consider and approve MOU for operational support for Ventura Film Society in 2012

- a.** MOU committee made with Jeff Smith as Chair and Mike Merewether and Cheryl Heitmann as members.
 - i. Insurance questions.
 - ii. Staff hours and costs, need the fiscal agent.
 - iii. Speak to Masons about potential parking issues.
- b.** MOU will be voted on at next board meeting January 25, 2012.

Meeting Adjourned at 10:45 a.m.

Minutes Submitted by Kevin Clerici