



Downtown Ventura Partners Board Meeting – Action Items March 23, 2011

I. Call to Order & Introductions:

DVP Directors present: Chair Dave Armstrong, Vice Chair David Comden, Treasurer Greg Smith and directors Jeff Smith, Mike Merewether, Cheryl Heitmann and (absent excused was Ed Warren and Mark Hartley) | **quorum met with 6 of 10**

Other attendees: Kathleen Eriksen (Executive Director, DVP/DVO), Sid White, Bret Weber (SGI).

Meeting was called to order at 8:41 a.m. by Chair, Dave Armstrong.

II. Review and Approve DVP Minutes:

Motion was made by Greg Smith and seconded by Jeff Smith to approve DVP minutes. Motion passed unanimously with 1 abstaining.

III. Review & Approve February 2011 Financials:

Motion was made by Mike Merewether and seconded by Cheryl Heitmann to approve February financials as presented. Motion passed unanimously.

IV. Reports:

- a. SGI Report: Bret Weber
- b. Executive Director Report: Kathleen Eriksen
- c. Police Report: Corporal John Snowling

V. Action Items:

- a. **Approve Purchase of DVO Assets – Motion was made** by Greg Smith and seconded by David Comden to purchase assets (golf cart & 43 planters) from DVO for their estimated value of \$4650. Motion passed unanimously.
- b. **DVP Election Results:** The following individuals were elected to serve on the DVP board:
 - Jeff Smith (re-elected) term: 3 years property owner
 - Ed Warren (re-elected) term: 3 years property owner
 - Doug Wood term: 3 years property owner
 - Cheryl Heitman (re-elected) term: 3 years business owner

Motion was made by Jeff Smith, seconded by Cheryl Heitmann to appoint Jason Collis to fill the vacancy seat left by Jerry Breiner's resignation from the DVP Board. Motion was approved unanimously.

c. Call for DVP Officer Nominations

- d. **Approve Action Minute Format: Motion was made** by Jeff Smith, seconded by Mike Merewether to appoint Kathleen Eriksen as DVP recording secretary and to use an "action format" for DVP minutes. Motion was approved unanimously.

- VI. **DVO/DVP Main Street Accreditation:** Board directed Eriksen to research benefits of Main Street Membership especially related to funding/grant applications.
- VII. **Public Comments** – none
- VIII. **Open DVP Closed Session**
- IX. **Close DVP Closed Session**
- X. **Open DVP Open Session**
- XI. **Report From Closed Session:** David Comden reported that DVP voted to approve a \$3000 pay raise for the Executive Director, effective April 1, 2011 with a review follow up at the 6 months and 1 year mark.
- XII. **Meeting Adjourned at 10:25 a.m.**

Minutes Submitted By:

Kathleen Eriksen

Kathleen Eriksen