

Downtown Roseville Partnership (DRP)
- Meeting Minutes -

Wednesday, October 22, 2014 | 3 p.m.
Sammy's Rockin' Island Bar & Grill | 238 Vernon Street, Roseville

Members Present: Doug Wagemann, Mark Vespoli, Anne Chacón, Kenny Wahlberg, Steve Fuhrman, Chris Robles, Janette Moynier.

Members Absent: none.

Staff/Advisors Present: none.

Guests Present: Lynda Timbers, Kathy Frediani, Dino Frediani, Jerry Smith, Scott Alvord.

- I. Call to Order: Doug Wagemann, 3:05 p.m.
- II. Self Introductions
- III. Approval of Minutes – A motion to approve the minutes was made by Chris Robles and seconded by Janette Moynier. The motion was approved unanimously.
- IV. Reports
 - a. **Articles of Incorporation** – filed with Secretary of State. Returned to us for two reasons – duplicate submittals. Name we chose has been reserved by Civitas, we need to get them to release it to us. Chris Robles will reach out to Civitas ask them for letter to release name. Doug will then re-submit
 - b. **Bylaws** – Doug requested all board members read and review and then have a vote to adopt at November meeting.
 - c. **Statement of Information** – will be filed with Secretary of State stating who the officers of the organization are (must be filed yearly).
 - d. **Non-Profit Status** – Incorporation must happen first.
 - e. **Board Membership & Roles** – Voted and approved at September meeting.
 - f. **Board Roster** – Anne Chacon completed and will send to board before next meeting.
 - g. **Brown Act Training for Board Members** – Chris Robles reported that the City Attorney's office will provide the required 2-hour training for board members.
- V. Action Items
 - a. **Property Owner Communications**
 - i. Initial Letter – A letter with meeting information and a contact information form went out to all property owners in the district on October 13. The county parcel database was used.
 - ii. Property Owner Database – Anne is collecting returned contact information forms to begin building a more complete database.
 - iii. Calendar/Document Repository – Anne reported that she set up a Google Drive and Google Calendar to share documents and events with the board and property owners. This will be shared prior to the November meeting.

- iv. 2014 Communications Plan – Board discussed sending another letter to owners requesting feedback on year 1 priorities. Goal is to send print and online version by November meeting. Survey will include the budget categories/percentages and a menu of options to consider.
 - b. **2015 Budget & Priorities**
 - i. After getting owner feedback from above-mentioned survey, the board agreed we would have our first 2015 budget/priority setting discussion at the December board meeting.
 - c. **D&O Insurance**
 - i. Board agreed to table this and re-address after all formation documents are complete.
 - d. **Staffing/Contractor Needs**
 - i. Initial preferences of board is to have a contractor that works on a project basis, but this should be re-addressed once we set our budget and priorities so we create the best model for the work that will be done.
- VI. Other Business
 - a. **Transients** – There was some discussion about diminishing presence of transients in the Downtown area. Anne will send Officer Flood's information to board members and property owners to keep on file.
 - b. **Facebook Page** – Scott Alvord created a Facebook page for DRP.
 - c. **Agendas** – Board member names/roles will be added to future agendas.
- VII. Meeting Schedule
 - a. Board Meetings will be held on the 4th Wednesday of the month.
 - b. Wednesday, November 19 at 3 p.m. (adjusted for holiday)
 - c. Wednesday, December 17 at 3 p.m. (adjusted for holiday)
- VIII. Adjournment: The meeting was adjourned at 4 p.m.

Minutes prepared by:
Anne Chacón, Secretary