

## Downtown Roseville Partnership (DRP)

- Meeting Minutes -

Wednesday, September 24, 2014 | 3 p.m.  
Blue Line Arts | 405 Vernon Street, Roseville, CA 95678

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

**Members Absent:** none.

**Staff/Advisors Present:** Bill Aiken, Julie Hirota.

**Guests Present:** Mike Esparza, Scott Alvord.

- I. Call to order: Janette Moynier called the meeting to order at 3 p.m.
- II. Action Items

### a. Bylaws, Articles of Incorporation and Statement of Information

-Julie Hirota to make the following changes to the draft bylaws:

- Article 2, Section 1: Principal executive office listed temporarily as Roseville Chamber of Commerce.
- Article 5, Section 2: Change language from “seven directors” to “...no fewer than 7 and no more than 11 directors...”
- Article 5, Section 2: Update language to “Reasonable effort will be made to have directors representing a) PBID property owner from...”
- Article 5, Section 3: Pending confirmation from Civitas PBID consultant, add clarification that initial board of directors shall be self-appointed, selected from a mutual consensus of the PBID steering committee.
- Article 5, Section 4: Add “no longer a PBID assessed property owner” to the list of occurrences for a vacancy.
- Article 5, Section 8b: remove all references to “telegraph” for means of notification.
- Article 9, Section 1: change the fiscal year to coincide with the calendar year.

-Article of Incorporation will have Doug Wagemann’s name and address as “incorporator” to receive letter from Secretary of State once filing is approved.

-Non-profit Tax ID number – must have Articles of Incorporation first.

### b. Officers

- President: Doug Wagemann was unanimously approved as President (motion by Chris Robles, second by Steve Fuhrman).
- Vice President: Mark Vespoli was unanimously approved as Vice President (motion by Janette Moynier, second by Chris Robles).
- Secretary: Anne Chacón was unanimously approved as Secretary (motion by Doug Wagemann, second by Mark Vespoli).
- Treasurer: Kenny Wahlberg was unanimously approved as Treasurer (motion by Janette Moynier, second by Chris Robles).

**c. Meeting Times & Locations**

- Regular monthly meetings will be held at 3 p.m. on the fourth Wednesday of every month at Sammy's Restaurant (238 Vernon Street, Roseville, upstairs/mezzanine area).

**d. Board Roster**

A contact sheet was passed for accuracy; Janette Moynier will send the final version to board members by email.

**e. Finances**

Bank Account: Cannot open bank account until Articles of Incorporation are filed, bylaws are complete, approval of 501c4 non-profit status and a tax ID number is assigned.

Outstanding Invoices:

- Civitas: four invoices totaling \$8,892.36
- Bennett Engineering: \$2,300.26
- Payments will be made following receipt of first assessments in 2015.

**f. Insurance**

Mike Esparza recommended an \$800 policy for first year (\$1M coverage), to increase in future years. This item was tabled for future meeting.

**g. Brown Act Training**

Chris Robles will work with the City Attorney's office to schedule Brown Act training for incoming DRP board members.

**h. Notification of Property Owners for Future Meetings**

Bill Aiken received two phone calls from upset property owners following receipt of property bills (Dr. McCurry, Dentist), Melissa Escobar, Cold Steel Safe Company). Complaints were about lack of notification after the PBID passed by a vote of City Council. Doug Wagemann suggested we create a communications plan to start notifying property owners of what is happening, including an initial letter to owners. The letter should notify owners that the PBID passed, where we are in progress, assessing staffing needs, formation of board, upcoming meeting schedule, where to go for more information. Anne Chacon and Janette Moynier volunteered to draft letter to property owners prior to next meeting. Bill Aiken will provide the property owner mailing list.

III. Other Business

- a. Downtown Roseville Merchants (DRM) voted Janette Moynier as their representative to the DRP Board of Directors.

IV. Future Business

- a. Discuss staffing needs
- b. Budget
- c. D&O Insurance
- d. Brown Training for board members

V. Calendar / Upcoming Meetings

- a. Board Meeting: Wednesday, October 22 at 3 p.m.
- b. Board Meeting: Wednesday, November 19 at 3 p.m. (adjusted for holiday)
- c. Board Meeting: Wednesday, December 17 at 3 p.m. (adjusted for holiday)

VI. Adjournment: The meeting was adjourned at 4 p.m.

Minutes prepared by:

Anne Chacón, Secretary