



**Meeting of the Board of Directors  
November 12, 2019**

The Hampton Inn, 800 Mason Street, Vacaville, CA 95688

**Agenda**

1. **Call to Order** (8:00 AM)
2. **Roll Call** (8:01 AM)
3. **Approval of Agenda** (8:02 AM)
4. **Accept Minutes from Last Meeting (Attachment A)** (8:03 AM)
5. **Financials** (8:04 AM to 8:12 AM)
  - a. P&L: YTD 2019 v. 2018 as of 10-31-19 (**Attachment B**)
  - b. Balance Sheet as of 10-31-19 v 10-31-18 (**Attachment C**)
  - c. BID Fee Report as of 10-31-19 (**Attachment D**)
6. **Board Business (Karen Seymour)** (8:12 AM to 8:13 AM)
  - a. **Elections / Nominating Committee**
  - b. **Executive Committee Recommendations:**
    - i. Pay final installment of Web Design Fee
7. **The “Big Four” Partnership Reports:** (8:13 AM - 8:33 AM)
  - a. **City of Vacaville** (Barton Brierley / Tim Padden / Tyra Hays / VVPD)
  - b. **Chamber of Commerce** (Becky Craig)
  - c. **Visit Vacaville** (Melyssa Laughlin)
  - d. **Downtown Vacaville Big 4 Interface report** (Brooke Fox)
8. **Committee Reports** (8:33 AM to 8:45 AM)
  - a. **Organization** (Stacy Schutte, Ed Rapisarda)
  - b. **Economic Vitality** (Stacy Schutte, Ed Rapisarda)
    - i. Associate Membership / Business Retention, Expansion & Attraction / Welcome
      1. DTSP DRAFT Retail Strategy (**Attachment E**)
  - c. **Design** (Barton Brierley, Kathleen Ramos, Stacy Schutte)
    - i. Sidewalk & Trash Can Power Washing Update (StarCare)
    - ii. Holiday Garland Update (Brooke Fox)
  - d. **Promotion** (Maria Brana, Kia Lutte)
    - i. **Music & Food Festivals** (Brooke Fox)
    - ii. **Markets** (Brooke Fox) Farmers’ Market 10/26, Holly Days 11/2
    - iii. **Downtown Strolls** (Brooke Fox) Wicked Boos 10/24, Halloween Stroll 10/31
    - iv. **Community & Kids Events** (Brooke Fox) KidFest 10/19, Veterans’ Day 11/11

**UPCOMING:** Small Business Saturday 11/30, Merriment on Main 12/3, Windows Contest Dec 1-25.
9. **Executive Directors’ Report (Brooke Fox)** (8:45 AM to 8:52 AM)
  - a. 501 c3 status
  - b. Staff Report / Operations
10. **Strategic Plan: Update (Brooke Fox)** (8:52 AM to 8:53 AM)
11. **Out And About / Discussion from the Floor** (8:53 AM to 8:59 AM)
12. **Next Meeting: Tuesday, December 10, 8AM** (8:59 AM)
13. **Adjourn** (9:00 AM)