



Meeting of the Board of Directors

March 10, 2020

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. **Board Business** (Dean Roberts, President) (8:04 to 8:07 AM)
 - a. Karen Seymour submitted resignation from the Board.
 - b. **Executive Committee Recommendations:**
 - i. Move \$5,000 from Savings to Checking (As per Finance Committee).
 - ii. Adopt Financial Policy as Revised (**Attachment B**)
 - iii. Adopt Employee Vacation and Sick Policy as Revised (**Attachment C**)
 - iv. Adopt Updated Strategic Plan (**Attachment D**)
 - v. Approved 5% raise for Executive Assistant (Already reflected in 2020 Budget)
6. **Committee Reports** (8:07 to 8:30 AM)
 - a. **Finance** (Melissa Ramos, Chair/Treasurer, Kelley Hanson, Dean Roberts)
 - i. P&L: YTD 2020 v. 2019 as of 2-29-20 (**Attachment E**)
 - ii. Balance Sheet as of 2-29-20 v 2-29-19 (**Attachment F**)
 - iii. 2020 Budget: REVISED (**Attachment G**)
 1. Analysis of Marketing Spending for 2019
 - iv. BID Fee Report as of 2-29-20 (**Attachment H**)
 - b. **Bylaws** (Anna Louzon, Chair/Secretary, Ralph Berumen, Ed Rapisarda, Kathleen Ramos, Stacy Schutte, Dean Roberts)
 - c. **Organization** (Stacy Schutte, Ed Rapisarda, Bobbie Stokes, Ralph Berumen)
 - i. Lease Option renewed for 313 Parker Street. (Executive Board recommended, majority of Board voted yes in electronic vote called on 2/28/20).
 - d. **Economic Vitality** (Leslie Silver, Tim Padden, Dean Roberts, Maria Brana)
 - i. Associate Membership / Business Retention, Expansion & Attraction / Welcome
 1. **Commercial Broker Open House Event - March 27**
 2. **Approval of Associate Member Applications**
 - a. Paparazzi Jewelry - Torie Florendo
 - b. Damsel in Defense - Lisa Brinkman (Renewal)
 - e. **Design** (Tyra Hays, Stacy Schutte, Kelley Hanson, Melissa Ramos)
 - f. **Promotion** (Jennifer Kramer, Ester LeDuff, Bobbi Stokes, Stevie Gomez, Ralph Berumen, Shauna Manina, Ashley Gall)
9. **The "Big Four" Partner Reports:** (8:30 AM - 8:45 AM)
 - a. **City of Vacaville** (Barton Brierley / Tim Padden / Tyra Hays / Kenny Meek at VVPD)
 - b. **Chamber of Commerce** (Shauna Manina)
 - c. **Visit Vacaville** (Ester LeDuff)
 - d. **Downtown Vacaville Big 4 Interface report** (Brooke Fox)
10. **Executive Directors' Report (Attachment I)** (8:45 AM to 8:52 AM)
11. **Out And About / Discussion from the Floor** (8:53 AM to 8:59 AM)
12. **Next Meeting: Tuesday, April 14, 8AM** (8:59 AM)
13. **Adjourn** (9:00 AM)