



Newport Beach Restaurant Association (NBRA) Business Improvement District SPECIAL BOARD AGENDA

Law Offices of Ronald B. Schwartz, ACP
202 Newport Center Drive, 2nd Floor
Newport Beach 949.644.7283

Wednesday, February 19, 2014 – 9:30 a.m.

Business Improvement District Board Members: Jim Walker, President

Joe Campbell, Board Member
Sheri Drewry, Vice President
Eldy Galletta, Board Member
Thomas Giulioni, Board Member
Nicole Hay, Treasurer

John Robinson, Secretary
Ronald Schwartz, Board Member
Sam Tila, Board Member
Cindy O'Shea, Board Member
Ali H. Zadeh, Executive Board Member-at-Large

- 1) **CALL MEETING TO ORDER**
- 2) **ROLL CALL**
- 3) **PUBLIC COMMENTS ON AGENDA ITEMS**

Public comments are invited on agenda items. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Newport Beach Restaurant Association has the discretion to extend or shorten the speakers' time limit on agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

- 4) **APPROVAL OF MINUTES**

Recommended Action: Approve the draft November 12, 2013 and draft January 22, 2014 meeting minutes.

- 5) **CURRENT BUSINESS**

- A) CHAIRMAN'S REPORT- Jim Walker, NBRA BID President.
- B) RESTAURANT WEEK PROGRAM RECAP – Oral Report by McFarlane Promotions

Recommended Action: None

This Newport Beach Restaurant Association is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the Newport Beach Restaurant Association agenda be posted at least seventy-two (72) hours in advance of each regular meeting and that the public be allowed to comment on agenda items before the Newport Beach Restaurant Association and items not on the agenda but are within the subject matter jurisdiction of the Newport Beach Restaurant Association. The Newport Beach Restaurant Association may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the Newport Beach Restaurant Association to comply with the Americans with Disabilities Act ("ADA") in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Newport Beach Restaurant Association will attempt to accommodate you in every reasonable manner. If requested, this agenda will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Please contact the Newport Beach Restaurant Association administrator at 800-755-6864 and ask for Rebekah Smith or email rsmith@willdan.com at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.

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- C) BID FINANCIAL REPORTS FOR NOVEMBER 2013, DECEMBER 2013 AND JANUARY 2014 -
Oral report by Bob Quaid, BID Administrator

BID balances fiscal year to date through January 31, 2014 are below. Revenues, expenses and net income are on a cash basis.

- Cash in bank \$81,299
- Assessments Receivable \$98,400
- Accounts Payable \$36,894
- Assessment Collections \$91,408
- City Matching Funds received \$40,000
- RW Participation Fees collected \$15,849
- Marketing Expenses \$52,865
- Administrative Expenses \$45,431
- Bad debts \$2,607
- Net Income \$47,529

Cash flow projection through June 30, 2014 (Handout)

Recommended Action: Approval and acceptance of November 2013, December 2013 and January 2014 BID financials

- D) NBRA BID BY-LAWS REVISIONS- Oral report by Bob Quaid
- Proposed amendment to the NBRA BID Bylaws.
See Exhibit A - Redlined bylaws

Recommended Action: Board review and approve the proposed bylaw revisions.

- E) COLLECTION EFFORTS ON PAST DUE ASSESSMENTS - Oral report by Jim Walker
- Discussion regarding formation of Board subcommittee to review delinquent member assessments.

Recommended Action: None

- F) BID MARKETING CAMPAIGN UPDATE- Oral report by Newport Beach & Company
- Update on 877-4NB-DINE phone number.
 - Current status of Dining Guides
 - Dine Newport Beach monthly promotions
 - Taste of Balboa Event

Recommended Action: None

- G) FY 2014 ANNUAL MEETING – Jim Walker/Bob Quaid
- Proposed date is Wednesday March 26, 2014
 - Discussion of possible locations.
 - Agenda items proposed.

Recommended Action: Board set date, time and location of 2014 Annual Meeting.

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- H) PROPOSED FY 2014-15 BUDGET– Oral report by Bob Quaid
- Review and discussion of proposed FY 2014-15 budget resulting from Budget Subcommittee meeting on February 5, 2014.
 - Final budget approval at March 26, 2014 Annual Meeting.

Recommended Action: None

- I) BOARD APPOINTMENTS FOR FY 2014-15 – Oral report by Bob Quaid
- Update on procedures for those interested in appointment to the Board for FY 2014-15.
 - Application notices targeted for mailing to BID members by City at end of February.

Recommended Action: None

6) NEWPORT BEACH RESTAURANT ASSOCIATION ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEM)

7) PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments are invited on non-agenda items generally considered to be within the subject matter jurisdiction of the Newport Beach Restaurant Association. Speakers must limit comments to three (3) minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Newport Beach Restaurant Association has the discretion to extend or shorten the speakers' time limit on non-agenda items, provided the time limit adjustment is applied equally to all speakers. As a courtesy, please turn cell phones off or set them in the silent mode.

8) ADJOURNMENT

9) NEXT SCHEDULED MEETING: Annual Meeting on March 26, 2014