



CITY OF NEWPORT BEACH RESTAURANT ASSOCIATION AGENDA

1600 Newport Center Drive, Suite 120
Regular Board Meeting
September 16, 2015 9:00 AM

BUSINESS IMPROVEMENT DISTRICT BOARD MEMBERS

Jim Walker, Director
Sheri Drewry, Director
Alexandra Robinson, Director
Antonio Bevacqua, Director
Joe Campbell, Director
Stephen Joyce, Director
Dan Miller, Director
Cindy O' Shea, Director
Mario Marovic, Director
John Robinson, Director
Ronald Schwartz, Director

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS ON AGENDA ITEMS

Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Committee. Speakers must limit comments to 3 minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Committee has the discretion to extend or shorten the speakers' time limit on agenda or 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.

IV. APPROVAL OF MINUTES

Approval of Minutes

SUMMARY:

Review the draft July 22, 2015 meeting minutes.

RECOMMENDED ACTION:

Board to approve the minutes from the July 22, 2015 meeting.

V. CURRENT BUSINESS

A. BID Financial Reports (Miller)

SUMMARY:

Review of the BID financial reports for July and August 2015.

RECOMMENDED ACTION:

Board to accept and file the financials for July and August 2015.

B. President's Report (Walker)

SUMMARY:

1. Strategic Plan Update for FY 2015-2016
2. Member Survey Update
3. Newport Beach Chamber of Commerce Minimum Wage Forum

RECOMMENDED ACTION:

None

C. Marketing Report (Peak)

SUMMARY:

1. Fall Marketing Campaign Update
2. Promotions, Newsletter & Advertising
3. New Website Features
4. Newport Beach Restaurant Week
5. Industry Update

RECOMMENDED ACTION:

None

VI. NBRA BID ANNOUNCEMENTS OR MATTERS WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEMS)

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public comments are invited on agenda and non-agenda items generally considered to be within the subject matter jurisdiction of the Committee. Speakers must limit comments to 3 minutes. Before speaking, we invite, but do not require, you to state your name for the record. The Committee has the discretion to extend or shorten the speakers' time limit on agenda or 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.

VIII. ADJOURNMENT

The NBRA BID is subject to the Ralph M. Brown Act. Among other things, the Brown Act requires that the NBRA BID 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 NBRA BID and items not on the agenda but are within the subject matter jurisdiction of the NBRA BID . The NBRA BID may limit public comments to a reasonable amount of time, generally three (3) minutes per person.

It is the intention of the City of Newport Beach 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 City of Newport Beach 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 City of Newport Beach at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible at 949-644-3074 or nbrabid@newportbeachca.gov.



NEWPORT BEACH

ITEM TITLE: Approval of Minutes

ITEM SUMMARY: Review the draft July 22, 2015 meeting minutes.

RECOMMENDED ACTION: Board to approve the minutes from the July 22, 2015 meeting.

ATTACHMENTS:

Description

[Draft NBRA BID July 22 Meeting Agenda](#)



**Newport Beach Restaurant Association
Business Improvement District**

Board Meeting Minutes – July 22, 2015

**Newport Beach & Company
1600 Newport Center Drive, Suite 120
Newport Beach, CA 92660**

I. CALL MEETING TO ORDER

The meeting was called to order at 9:32 a.m.

II. ROLL CALL

Directors Present:

Antonio Bevaqua
Sheri Drewry
Stephen Joyce
Dan Miller
Alexandra Robinson
John Robinson
Ronald Schwartz
Jim Walker

Canelletto Ristorante Veneto
Wilma's Patio
Newport Beach Tennis Club
Village Inn
Park Avenue Café
Amelia's Restaurant
Muldoon's Irish Pub
The Bungalow Restaurant

Quorum Achieved

Directors Absent:

Joe Campbell
Mario Marovic
Cindy O'Shea

Ruby's Diner
Dory Deli & Malarky's Irish Pub
Whole Foods Market & Back Bay Tavern

BID Administrator Present:

Polly Peak, Marketing Consultant

Newport Beach & Company

Guests Present:

Ed Lee
Judith Marquez
Doug McClain
Jim Mosher
Chris Trela

Wahoo's
Surfrider Foundation
Newport Beach & Company
Newport Beach Resident
Newport Beach Independent

III. PUBLIC COMMENTS ON AGENDA ITEMS

Jim Mosher requested online links to items handed out at meetings.

IV. APPROVAL OF MINUTES

- Director Walker requested a motion to approve the minutes from the May 27, 2015 meeting.

MOTION: Director Schwartz moved to approve the May 27, 2015 meeting minutes.
Director J. Robinson seconded the motion.

The motion carried by the following vote:

Ayes: Bevaqua, Drewry, Joyce, Miller, A. Robinson, J. Robinson, Schwartz,
Walker

V. CURRENT BUSINESS

A. BID Administration

Ms. Peak reviewed the following administrative items:

- Distributed NBRA BID Handbooks to the board members.
- Reviewed the purpose of the BID and its authorized activities as detailed in the bylaws.
- Confirmed the BID certification is current, but the bylaws should be updated in the coming months to reflect how the BID is currently administered.

B. Election of BID Officers for FY2015-2016

- Director Walker reviewed the roles of the BID Officers and recommended that the officers follow a succession plan for BID leadership moving forward.
- The Directors selected the following as nominees for NBRA BID officers:

President:	Jim Walker
Vice-President:	Ronald Schwartz
Secretary:	Alexandra Robinson
Treasurer:	Dan Miller

MOTION: Director Joyce moved to elect the nominees as NBRA BID officers. Director Drewry seconded the motion.

The motion carried by the following vote:

Ayes: Bevaqua, Drewry, Joyce, Miller, A. Robinson, J. Robinson, Schwartz,
Walker

C. BID Financial Reports

- President Walker reviewed the BID financials for May & June 2015.
- NBRA BID assessment invoices will be sent out by the City of Newport Beach by the end of July.
- The City of Newport Beach will be updating the format of the financial reports in the coming months.

MOTION: Director Schwartz moved to accept and file the financial reports. Director Miller seconded the motion.

The motion carried by the following vote:

Ayes: Bevaqua, Drewry, Joyce, Miller, A. Robinson, J. Robinson, Schwartz,
Walker

C. NBRA BID Report

President Walker reported on the following items:

- Reviewed the Mission and long term vision of the BID.

- Reviewed the Strategic Plan 2015-2016 Goals and Key Initiatives and determined that the BID is right on track with its goals.
- Suggested that the board review the remaining goals and determine how those goals will be achieved during the fiscal year.
- Reported that the Member Survey was sent out by the City, and results will be available by the next meeting.
- Restaurants affected by West Coast Highway construction that have suffered a loss can submit a claim to the sanitation department.
- The Newport Beach Chamber of Commerce has offered to host a Minimum Wage Forum as part of Wake-Up Newport. NBRA members will be invited to attend the forum.

D. Marketing Report

- Ms. Peak provided an update on the following items:
 - Summer marketing campaign
 - Website promotions & newsletter
 - New website features, guides and digital and video content will help to generate new sponsorship and advertising revenue
 - Fall marketing campaign
 - Distributed the Fall campaign media plan.
 - Clarified that there are separate NBRA and Dine NB budgets that both allocate funds to market and promote Newport Beach Restaurants. NBRA and Dine NB work together in tandem to decide how funds are allocated over the course of the fiscal year.
 - Campaign metrics are being developed to measure how well each seasonal campaign performs.
 - It was suggested that restaurants be asked to provide cover counts on a regular basis in order to measure overall restaurant traffic throughout the year.
 - Industry Update
 - Reminder that there are statewide mandatory water regulations for restaurants, and the City of Newport Beach has table tent resources and tips for operators available online.
 - Western Foodservice & Hospitality Expo August 23-25 in LA.

VI. NBRA BID ANNOUNCEMENTS OR MATTERS, WHICH MEMBERS WOULD LIKE PLACED ON A FUTURE AGENDA FOR DISCUSSION, ACTION OR REPORT (NON-DISCUSSION ITEMS)

None

VII. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Judith Marquez presented information on The Surfrider Foundation’s Ocean Friendly Restaurant program that offers education on FOG (fats, oils and grease) issues.

Jim Mosher commented on the purpose of the NBRA BID and its authorized activities should benefit all members of the BID.

VIII. ADJOURNMENT

The meeting adjourned at 11:25 a.m.

Draft



NEWPORT BEACH

ITEM TITLE: BID Financial Reports (Miller)

ITEM SUMMARY: Review of the BID financial reports for July and August 2015.

RECOMMENDED ACTION: Board to accept and file the financials for July and August 2015.

ATTACHMENTS:

Description

[July 2015 NBRA BID Financial Reports](#)

[August 2015 NBRA BID Financial Reports](#)

Restaurant Association Business Improvement District
Balance Sheet
As of July 31, 2015

	<u>Jul 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Bill.com Money Out Clearing	-1,161.29
1010 · Bank Balance	72,922.45
1260 · City Appropriation Acct Jan 10	1,558.45
Total Checking/Savings	<u>73,319.61</u>
Accounts Receivable	
1310 · Accounts Receivable	
Bad Debt A/R	-8,195.17
1310 · Accounts Receivable - Other	-5,384.27
Total 1310 · Accounts Receivable	<u>-13,579.44</u>
Total Accounts Receivable	-13,579.44
Other Current Assets	
1320 · Undeposited Funds	400.00
Total Other Current Assets	<u>400.00</u>
Total Current Assets	60,140.17
Other Assets	
AR Clearing	-1,929.96
Total Other Assets	<u>-1,929.96</u>
TOTAL ASSETS	<u>58,210.21</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-1,000.00
Total Accounts Payable	<u>-1,000.00</u>
Total Current Liabilities	<u>-1,000.00</u>
Total Liabilities	-1,000.00
Equity	
3900 · Retained Earnings	68,353.97
Net Income	-9,143.76
Total Equity	<u>59,210.21</u>
TOTAL LIABILITIES & EQUITY	<u>58,210.21</u>

3:11 PM
08/17/15
Cash Basis

Restaurant Association Business Improvement District
Profit & Loss
July 2015

	<u>Jul 15</u>
Ordinary Income/Expense	
Income	
4000 · NBRA Income	
4010 · Member Assessment	430.00
4015 · Late Fees	95.00
Total 4000 · NBRA Income	<u>525.00</u>
Total Income	<u>525.00</u>
Gross Profit	525.00
Expense	
6000 NBRA Expenses	
6170 Media Advertising Campaign	2,750.00
6290 Marketing Consultation	6,000.00
6310 Operational Reimbursement	918.76
Total 6000 NBRA Expenses	<u>9,668.76</u>
8000 Prior Year Expense	
Bad Debt(Finance Chg Write-off)	0.00
Total 8000 Prior Year Expense	<u>0.00</u>
Total Expense	<u>9,668.76</u>
Net Ordinary Income	<u>-9,143.76</u>
Net Income	<u><u>-9,143.76</u></u>

2:58 PM

08/17/15

Restaurant Association Business Improvement District
Reconciliation Summary
1010 · Bank Balance, Period Ending 07/31/2015

	<u>Jul 31, 15</u>
Beginning Balance	82,299.96
Cleared Transactions	
Checks and Payments - 1 item	-9,668.76
Total Cleared Transactions	<u>-9,668.76</u>
Cleared Balance	<u>72,631.20</u>
Uncleared Transactions	
Checks and Payments - 1 item	-400.00
Deposits and Credits - 3 items	691.25
Total Uncleared Transactions	<u>291.25</u>
Register Balance as of 07/31/2015	<u>72,922.45</u>
Ending Balance	<u>72,922.45</u>

Restaurant Association Business Improvement District Reconciliation Detail

1010 · Bank Balance, Period Ending 07/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						82,299.96
Cleared Transactions						
Checks and Payments - 1 item						
General Journal	07/01/2015	AJE73		X	-9,668.76	-9,668.76
Total Checks and Payments					-9,668.76	-9,668.76
Total Cleared Transactions					-9,668.76	-9,668.76
Cleared Balance					-9,668.76	72,631.20
Uncleared Transactions						
Checks and Payments - 1 item						
Sales Receipt	11/18/2014	1	Bistro Le Crillon		-400.00	-400.00
Total Checks and Payments					-400.00	-400.00
Deposits and Credits - 3 items						
Deposit	05/14/2015				166.25	166.25
Deposit	07/06/2015				335.00	501.25
Deposit	07/13/2015				190.00	691.25
Total Deposits and Credits					691.25	691.25
Total Uncleared Transactions					291.25	291.25
Register Balance as of 07/31/2015					-9,377.51	72,922.45
Ending Balance					-9,377.51	72,922.45

3:18 PM

08/17/15

Cash Basis

Restaurant Association Business Improvement District
Expenses by Vendor Detail
July 2015

<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
Newport Beach & Company				
07/01/2015	Newport Beach & Company	Marketing Director Fee - Polly ...	6290 Marketing Consultation	6,000.00
07/01/2015	Newport Beach & Company	Marketing Director Fee - Polly ...	6310 Operational Reimburse...	918.76
Total Newport Beach & Company				6,918.76
Orange Coast Magazine				
07/01/2015	Orange Coast Magazine	Full Page Color Ad	6170 Media Advertising Cam...	2,750.00
Total Orange Coast Magazine				2,750.00
TOTAL				9,668.76



Account #: [REDACTED]

This statement: July 31, 2015
 Last statement: June 30, 2015

Contact us:
 800 773-7100

Orange CO Airport Office
 18111 Von Karman Ave., Ste. 100
 Irvine CA 92612

023
 CITY OF NEWPORT BEACH
 (RESTAURANT ASSOCIATION)
 100 CIVIC CENTER DR
 NEWPORT BEACH CA 92660

0830N

cnb.com

Analyzed Business Checking

Account Summary		Account Activity	
Account number	[REDACTED]	Beginning balance (6/30/2015)	\$82,299.96
Minimum balance	\$72,631.20	Credits	+ \$0.00
Average balance	\$72,631.20	Debits	
Avg. collected balance	\$72,631.00	Checks paid (0)	- 0.00
		Electronic db (1)	- 9,668.76
		Other debits (0)	- 0.00
		Total debits	- \$9,668.76
		Ending balance (7/31/2015)	\$72,631.20

ELECTRONIC DEBITS

Date	Description	Debits
7-1	Preauthorized Debit BILL.COM PAYABLES 015HIIAZTNBA740 RESTAURANT ASSOCIA CCD	9,668.76

DAILY BALANCES

Date	Amount	Date	Amount
6-30	82,299.96	7-1	72,631.20

Thank you for banking with Orange CO Airport Office



Account #: [REDACTED]

This statement: August 31, 2015
 Last statement: July 31, 2015

Contact us:
 800 773-7100

Orange CO Airport Office
 18111 Von Karman Ave., Ste. 100
 Irvine CA 92612

023 0830N
 CITY OF NEWPORT BEACH
 (RESTAURANT ASSOCIATION)
 100 CIVIC CENTER DR
 NEWPORT BEACH CA 92660

cnb.com

GO GREEN, GO CONVENIENT, GO PAPERLESS. YOU CAN SUPPRESS YOUR PAPER STATEMENTS FOR ALL BUSINESS CHECKING, BUSINESS SAVINGS, AND BUSINESS MONEY MARKET ACCOUNTS AND RECEIVE YOUR STATEMENTS ELECTRONICALLY. CONTACT YOUR RELATIONSHIP MANAGER FOR MORE INFORMATION.

Analyzed Business Checking

Account Summary		Account Activity	
Account number	[REDACTED]	Beginning balance (7/31/2015)	\$72,631.20
Minimum balance	\$36,017.17		
Average balance	\$66,749.53	Credits	
Avg. collected balance	\$66,727.00	Deposits (0)	+ 0.00
		Electronic cr (0)	+ 0.00
		Other credits (1)	+ 691.25
		Total credits	+ \$691.25
		Debits	
		Checks paid (0)	- 0.00
		Electronic db (2)	- 37,305.28
		Other debits (0)	- 0.00
		Total debits	- \$37,305.28
		Ending balance (8/31/2015)	\$36,017.17

OTHER CREDITS

Date	Description	Reference	Credits
8-12	E-Deposit		691.25

ELECTRONIC DEBITS

Date	Description	Debits
8-26	Preauthorized Debit BILL.COM PAYABLES 015AUYIHJWD228B RESTAURANT ASSOCIA CCD	23,467.76
8-28	Preauthorized Debit BILL.COM PAYABLES 015HZZYXYS80JD RESTAURANT ASSOCIA CCD	13,837.52

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount	Date	Amount
7-31	72,631.20	8-12	73,322.45	8-26	49,854.69	8-28	36,017.17

Thank you for banking with Orange CO Airport Office

Restaurant Association Business Improvement District
Balance Sheet
As of August 31, 2015

	<u>Aug 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Bill.com Money Out Clearing	-1,161.29
1010 · Bank Balance	35,617.17
1260 · City Appropriation Acct Jan 10	1,558.45
Total Checking/Savings	<u>36,014.33</u>
Accounts Receivable	
1310 · Accounts Receivable	
Bad Debt A/R	-8,195.17
1310 · Accounts Receivable - Other	-5,384.27
Total 1310 · Accounts Receivable	<u>-13,579.44</u>
Total Accounts Receivable	-13,579.44
Other Current Assets	
1320 · Undeposited Funds	400.00
Total Other Current Assets	<u>400.00</u>
Total Current Assets	22,834.89
Other Assets	
AR Clearing	-1,929.96
Total Other Assets	<u>-1,929.96</u>
TOTAL ASSETS	<u>20,904.93</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-1,000.00
Total Accounts Payable	<u>-1,000.00</u>
Total Current Liabilities	<u>-1,000.00</u>
Total Liabilities	-1,000.00
Equity	
3900 · Retained Earnings	68,353.97
Net Income	-46,449.04
Total Equity	<u>21,904.93</u>
TOTAL LIABILITIES & EQUITY	<u>20,904.93</u>

3:14 PM
09/14/15
Cash Basis

Restaurant Association Business Improvement District
Profit & Loss
August 2015

	<u>Aug 15</u>
Ordinary Income/Expense	
Expense	
BID Marketing Agent, Admin, Act	20,756.28
Marketing & Promotions	16,549.00
Total Expense	<u>37,305.28</u>
Net Ordinary Income	<u>-37,305.28</u>
Net Income	<u><u>-37,305.28</u></u>

2:15 PM

09/14/15

Restaurant Association Business Improvement District
Reconciliation Summary
1010 · Bank Balance, Period Ending 08/31/2015

	<u>Aug 31, 15</u>
Beginning Balance	72,631.20
Cleared Transactions	
Checks and Payments - 2 items	-37,305.28
Deposits and Credits - 3 items	691.25
Total Cleared Transactions	<u>-36,614.03</u>
Cleared Balance	<u>36,017.17</u>
Uncleared Transactions	
Checks and Payments - 1 item	-400.00
Total Uncleared Transactions	<u>-400.00</u>
Register Balance as of 08/31/2015	<u>35,617.17</u>
New Transactions	
Checks and Payments - 1 item	-7,486.00
Total New Transactions	<u>-7,486.00</u>
Ending Balance	<u><u>28,131.17</u></u>

Restaurant Association Business Improvement District Reconciliation Detail

1010 · Bank Balance, Period Ending 08/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						72,631.20
Cleared Transactions						
Checks and Payments - 2 items						
General Journal	08/26/2015	AJE76		X	-23,467.76	-23,467.76
General Journal	08/28/2015	AJE77		X	-13,837.52	-37,305.28
Total Checks and Payments					-37,305.28	-37,305.28
Deposits and Credits - 3 items						
Deposit	05/14/2015			X	166.25	166.25
Deposit	07/06/2015			X	335.00	501.25
Deposit	07/13/2015			X	190.00	691.25
Total Deposits and Credits					691.25	691.25
Total Cleared Transactions					-36,614.03	-36,614.03
Cleared Balance					-36,614.03	36,017.17
Uncleared Transactions						
Checks and Payments - 1 item						
Sales Receipt	11/18/2014	1	Bistro Le Crillon		-400.00	-400.00
Total Checks and Payments					-400.00	-400.00
Total Uncleared Transactions					-400.00	-400.00
Register Balance as of 08/31/2015					-37,014.03	35,617.17
New Transactions						
Checks and Payments - 1 item						
General Journal	09/02/2015	AJE78			-7,486.00	-7,486.00
Total Checks and Payments					-7,486.00	-7,486.00
Total New Transactions					-7,486.00	-7,486.00
Ending Balance					-44,500.03	28,131.17

3:19 PM

Restaurant Association Business Improvement District
Expenses by Vendor Detail
 July through August 2015

09/14/15

Cash Basis

<u>Date</u>	<u>Source Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
Desert Publications, Inc				
08/26/2015	Desert Publications, Inc	NB Visitor Guide - Full Page Ad	Marketing & Promotions	5,000.00
	Total Desert Publications, Inc			5,000.00
Dining Out				
08/26/2015	Dining Out	Full Page Restaurant Listing - ...	Marketing & Promotions	2,000.00
	Total Dining Out			2,000.00
Firebrand Media, LLC				
08/26/2015	Firebrand Media, LLC	Newport Beach Magazine	Marketing & Promotions	1,250.00
	Total Firebrand Media, LLC			1,250.00
Locale Magazine				
08/26/2015	Locale Magazine	Full Page Ad, FC - July 2015 - ...	Marketing & Promotions	2,499.00
	Total Locale Magazine			2,499.00
Newport Beach & Company				
07/01/2015	Newport Beach & Company	Marketing Director Fee - Polly ...	6290 Marketing Consultation	6,000.00
07/01/2015	Newport Beach & Company	Marketing Director Fee - Polly ...	6310 Operational Reimburse...	918.76
08/26/2015	Newport Beach & Company	Marketing Director Fee - Polly ...	BID Marketing Agent, Admin,...	6,918.76
08/28/2015	Newport Beach & Company	Marketing Director Fee - Polly ...	BID Marketing Agent, Admin,...	6,918.76
08/28/2015	Newport Beach & Company	Marketing Director Fee - Polly ...	BID Marketing Agent, Admin,...	6,918.76
	Total Newport Beach & Company			27,675.04
OCWeekly,LP				
08/26/2015	OCWeekly,LP	Ad Description: Full Page Eat ...	Marketing & Promotions	2,000.00
	Total OCWeekly,LP			2,000.00
Orange Coast Magazine				
07/01/2015	Orange Coast Magazine	Full Page Color Ad	6170 Media Advertising Cam...	2,750.00
	Total Orange Coast Magazine			2,750.00
Riviera Magazine/Modern Luxury				
08/26/2015	Riviera Magazine/Modern Luxury	Riviera - Orange County - July ...	Marketing & Promotions	3,000.00
	Total Riviera Magazine/Modern Luxury			3,000.00
Robert Downs Photography Inc.				
08/26/2015	Robert Downs Photography Inc.	NBRA Board Photos & Headsh...	Marketing & Promotions	800.00
	Total Robert Downs Photography Inc.			800.00
TOTAL				46,974.04