

DCBA EXECUTIVE COMMITTEE MEETING MINUTES



Date: Jan 23, 2025

Time: 8:00 am

Place: Hotel Diamond Downstairs Conference Room

Attendees:

Directors: Shari Anderson, Nick Andrew, Brenda Narayan (part/time), Nichole Johnston

Directors Absence: Greg Scott

Staff & Volunteers: Debbie LaPlant Moseley & Audrey Taylor

Call to Order – Nick Andrew called the meeting to order 8:01am

AGENDA

1.0 Organization

1. Annual Meeting – The Executive Committee reviewed the agenda, layout and message of upcoming Annual Meeting, Feb 4. This year the annual meeting will be held early morning and forward thinking, with a smaller venue, and shorter duration. The unified message is that the DCBA is working together on those issues most critical and important to Downtown. Speakers include Mayor Kasey Reynolds, Steve Perez, President Chico State and Greg Scott, DCBA President.
2. Staff & Operations

The DCBA Employee Handbook needs clarification on classification of employees. There are several areas in the handbook that are affected by this designation specifically where Full-time and Part-time employees receive benefits. After review of the handbook and related law, the executive committee agreed upon the following clarifications to be added immediately to the DCBA Employee Handbook:

Definition:

- Full-time position – employees works 35-40 hours per week. Full-time can be non-exempt or exempt depending on the position.
- Part-time position – employee works 24-34 hours per week. Part-time positions are non-exempt.
- Hourly position – working less than 24 hours
- Seasonal – employees working specific events or season
- Short-term and Intern Employees – work specific project or intern opportunity

M/S Nick Andrew, Nicole Johnston, all in favor.

3. Board of Directors

- 1) Discussion on inviting CARD representative to be an Advisor on the Board. All agreed.

- 2) Greg Scott, President will be on leave from Feb 10-Apr 6 and available by email, phone and remote formats. During this absence Nick Andrew would assume the President's role and Shari Anderson will be lead in handling signing checks and other financial documents with Nicole Johnston as back up.
4. 2025 Planning Session. Items discussed as follow-up to planning session:
 - 1) FNC – Nick Andrew is taking lead. There is concern about homelessness and cleanliness to have the Friday Night Concert be successful. Debbie and Nick to further discuss.
 - 2) Wayfinding – Nick brought up concept of using the planters and the funding for maintaining the planters to install way finding signs. Need to check with city if this is feasible.
 - 3) Possible new activities for downtown – cruise, coffee and cars, 2nd Saturday of month.
5. Informational items discussed reports due to the city, Bylaw and Articles of Incorporation back to Board at February meeting, and agreement between DCBA and PBID.

2.0 Financial

- 1) Nicole Johnston reported on the Finance Committee's review of the proposed 2025 annual budget – concern of projected 2025-year end funding, critical to have more cash in bank in December YEAR - January 2026 due to cash flow. Finance committee recommended approval of budget with notes that Finance Committee will meet at end Q1 for review and a mid-year budget adjustment. Recommended moving the proposed budget to the February Board meeting.

M/S Shari Anderson/Nick Andrew, all in favor.
- 2) Reviewed new advertising/sponsorship package prepared by staff in response to comments of membership. Nick noted agreement with the structure and the targeting of different supporters, advertisers and donors. Audrey commented this would require help from the board to get businesses on board. Information only.

3.0 Meeting Adjourn

Meeting adjourned 9:38. Next Board Meeting February 6.

Respectfully submitted,

/sgd/ Brenda Narayan

Brenda Narayan,
DCBA Secretary