

Historic Capitol Hill - Board of Directors Meeting

March 15, 2017

Community Action Agency, 319 SW 25th St. OKC 73109

3:00pm – 4:30pm

Board Officers Present: President Santiago Arzate, Vice-President Peter Evans, Treasurer Evan Rink, Secretary Amanda Piña.

Board Members Present: Bonnie Schwartz, Ana Herrera, Doralicia Sandoval, Marissa Mindieta and Chuck Shirley.

Guests: Kim Cooper-Hart, City Planning. Executive Director: Donna Cervantes

3:20p Open meeting and Welcome

1. Mr. Peter Evans opened the meeting and noted there was not a quorum. Mr. Evans started with old business and gave an update on the OKC TacoFest event proposed by Enrique Ortiz. Peter likes the concept but is not comfortable putting our name on it. He suggests that Mr. Ortiz be allowed to go ahead with his idea on his own in our district. Success could be good for the area without putting any drain on our resources; can't expect to share revenue if not share expenses. Early June could be a good time to act as a springboard for our summer events.
 - a. Other discussion: trying to bring Energy soccer to our Cinco de Mayo event; in talks re: use of John Ireland's vacant lot.
 - b. Discussed options for a single provider for our CPA, bookkeeping and payroll services. This would streamline budgeting and free up Director's time to focus on priorities – BID, sponsors, etc. One quote received from Jigsaw, recommended by Stephanie Dean. Need a comparison. Peter will put us in touch with Cox-Holsted rep.
 - c. Discussed the Committee Structure. Peter has stepped up as BID Chair so will roll off Economic Development committee; add Chuck Shirley.

3:45p Mr. Shirley arrived. Quorum was reached.

2. Meeting **Called to Order**. Mr. Rink read our Mission statement. Peter mentioned that Mission and Vision will be kept in the forefront for now and could be revamped at the Board retreat.
3. **Minutes** - Board reviewed the minutes. Motion to approve the March 15, 2017 minutes made by Ms. Hererra, seconded by Mr. Shirley, minutes approved by a unanimous vote.

3:50p Ms. Mindietta arrived. 3:51p Mr. Arzate arrived.

4. **Financial Report** – Reviewed the reports; question raised regarding the “Other” category. Ms. Cervantes explained she moved items from “Unclassified” category because it generated so much concern. These are regular BID expenses shouldn't need their own category. Suggestion made to ask our new CPA best way to track Admin and other BID/EDC expenses. Also ask about what is the Temp. Restricted account (about \$1600). Motion to approve financial report made by Mr. Arzate; 2nd by Mr. Shirley, approved by a unanimous vote
5. Committee structure reviewed again. Development is not a stand-alone committee; rather it falls on all to generate new leads (friend-raising and fundraising). Suggestion to bring in an experienced Development person to teach the Board about it (Kelly Barnes?) perhaps pay stipend to study/do research our organization and identify gaps.
6. **Economic Development** – no update. Ms. Sandoval gave an update from the Artistic

Improvement committee. The committee is following the work-plan: working to identify local artists and invited them to sign up for our events; met with a group that does mural projects in the Plaza district to start discussion on how to start working on projects here. In talks with the OK Arts Council about next year's grant application (due April 14). Next meeting is March 30.

7. **BID Committee** – Peter reported that OCCC is not available for a BID owners networking event; the building will not open until June now due to delays. Could we meet at the Yale? Santiago reported those renovations still moving forward; open late May/early June. The purpose for the meeting is just another way to communicate and keep in touch with our property owners, had hoped to talk about the Plaza and show what is new. Waiting on final numbers for the Plaza project from the builder.
8. **Promotions Committee** – OK Cine Latino coming up Mar. 25. Suggestion to promote through Downtown, Inc. and ask the CVB. The OU Big Event will have 20-25 volunteers in the district to plant trees and flowers. Ms. Cervantes asked for help, a delivery truck is needed. Kim gave details about the first ULI Latino Urbanism Summit – luncheon with special speaker James Rojas and several neighborhood workshop opportunities (April 21-23). Santiago made contact with a group bringing a science program to local schools that is worth supporting and working with La 29; Kim said the City may have \$ to help.
9. Reviewed Board Matrix briefly. Need to identify gaps and needs in our committees and start considering Board nominations. Have names ready by July 1st for start of our new fiscal year.
10. More **Old Business** – Donna will email the Pete White fundraising request. Plan to attend the Pete White retirement reception at Variety Care Thursday March 30. Remember the Ward 4 run-off election is April 4.
11. **New Business** - Discussed and agreed to change meeting date back to third Thursday of the month. Kim stated the Board needed to check our by-laws to make sure that the requirements had been followed when the Board voted to change the minimum number of Directors.
12. Closed meeting with reading of the Vision statement. Motion to adjourn 1st Chuck Shirley. 2nd Evan Rink.

Meeting adjourned 4:50pm