

**North Manhattan Beach**  
**Advisory Board Meeting Minutes**

North Manhattan Beach Business Improvement District  
Zoom Meeting  
Wednesday, April 13, 2022, 6:00 P.M.

The Meeting was called to order at 6:00 p.m. by Peter Kim

**1. Roll Call:**

Peter Kim	BID Chairperson	- Present
Janice Davenport	BID Vice Chairperson	- Present
Steve Delk	BID Recording Secretary	- Not Present
Harry Ashikian	BID Board Member	- Present
Roxanne Faire	BID Board Member	- Present
Tom Torii	BID Board Member	- Present
Lorenzo Pittera	BID Board Member	- Present
Felicia Villarreal	BID Executive Coordinator	- Not Present
Steve S. Charelian	CMB Finance Director	- Present
Libby Bretthauer	CMB Financial Serv. Manager	- Present
Suzanne Hadley	City Council Member	- Present
Joe Franklin	City Council Member	- Present
Helga Foushanes	Finance Executive Assistant	- Present

**2. Approval of Minutes from the March 9, 2022 North MB BID Meeting**

The North MB BID Board unanimously approved the minutes of the March 9, 2022, meeting.

**3. Public Comment – None**

**4. North MB BID Chairman Peter Kim Update**

The BID Chairman informed the BID members that the Executive Coordinator has resigned. The Board will seek out a replacement to maintain the Social Media accounts, as well as the website. An acquaintance of Lorenzo Pittera might be interested to fill the position. Peter Kim, Janice Davenport and Harry Ashikian will do the interviews.

Regarding the process of forming an association, the North MB BID will need to consult with an Attorney. Jill Lamkin, as well as Kelly Stroman, may also be consulted to see how the Downtown Business + Professional Association was formed.

**5. Public Arts Project – Surf Sculpture**

The BID Board approved \$525.00 for additional plans and specs by a Structural Engineer. The towing of the structure is scheduled for the end of May. Samples of plaque options, as well as the cost, will be presented at the May meeting.

**6. Update on Website, Social Media Branding and Copyright**

The Board will place an ad for a Social Media person. Hours and pay will be discussed at the next meeting. An agreement will need to be drafted, with a dollar amount not to exceed, approximately \$1,500 per month. The Board will consult with the DMBBPA for a Scope of Work or job description.

**7. Replacement of Pole Banners**

This item was tabled for a future meeting.

**8. Refurbishment of Entry Monument on Rosecrans**

Peter Kim will speak with Public Works about the monument and surrounding bushes. A subcommittee was formed; Board members Harry and Janice will follow up and find someone to paint and clean up the monument. Roxanne will get a quote for and present at the next meeting.

**9. North MB BID 2022 Activity Plan Item – eMobility Outreach Weekly Event**

A written proposal and map should be routed through appropriate City departments for comments and feasibility. The item was tabled for a future meeting.

**10. 2022 Holiday Stroll**

Prepare a schedule and timeline to put the Stroll event together. The Board approved an ad on to be placed on Social Media to find a subcontractor or event planner. The Board approved an amount not to \$5,000 for this role.

**11. Update on City Attorney’s Guidance on Charging the Public for Items at the Holiday Stroll**

The item was tabled for a future meeting.

**12. Call for June 8, 2022 Meeting and Future Agenda Items**

**Adjournment:** the meeting was adjourned at 6:55p.m. The next meeting is scheduled on May 11, 2022.