



## **Board of Directors Meeting**

**June 6<sup>th</sup> 2017**

### **Minutes**

**Board Members in Attendance:** Dan Mazzella, Elvin Lai, Amber Lighty, Tim Pruesener, Mark Morris, Tony Franco, Brian Dunlap, Giulio Guidi, David Cohen

**Staff in Attendance:** Ann Condon, Sara Berns.

**Guests in Attendance:** William Marsh, Jason Weisz, Catt Fields White, Dianne Brittingham, Ellie Gibbs

**D. Mazzella called the meeting to order at 12:04 pm**

#### **Public Comment:**

D. Brittingham asked the group when the July meeting was going to be since the 1<sup>st</sup> Tuesday landed on 4<sup>th</sup> of July. The new date will be determined on availability and most likely July 11<sup>th</sup>.

#### **Political Representatives**

**Senate District 39- Toni Atkins-** Jason Weisz announced the single parent healthcare house bill has passed the senate and is moving forward.

#### **Community Partners Reports**

**PB Tuesday Farmers' Market:** C. White reported the Farmers Market is up 2% this month, due to the 5 Tuesdays. The market is completely full of vendors.

**PB Town Council-** Bill Marsh announced that PBTC will be hosting a wine tasting fundraiser on June 24<sup>th</sup> at Hornblend Hall. And they will be taking over the Concerts on the Green in July and August.

**PBWC-** D. Brittingham announced the wine tasting fundraised \$7K in May to go towards improvements to the hall and programs and scholarships throughout the community.

**President's Report:** D. Mazzella stated that the action items were going to be moved up on the agenda. He also reminded the group that if the press comes to any of the board members regarding special topics, they have to respond saying they are either representing themselves or their business unless the Board has voted and approved the special topic and there is a position.

#### **Minutes-**

A. Lighty motioned to approve the May 2<sup>nd</sup>, 2017 minutes. E. Lai endorsed the motion. Motion passed 6/0/3 with B. Dunlap, G. Giudi and D. Cohen abstaining.

## **Financial Reports-**

S. Berns reviewed the financials for April 2017. There was discussion of the formatting of the financial and E. Lai suggested a P&L on classifications. D. Mazzella suggested reformatting the financials so it is more user friendly. E. Lai motioned to approve the financials for April 2017. M. Morris endorsed the motion. Motion passed 8/0/1.

## **Committee Reports**

### **a.) Organization**

- S. Berns reviewed the updated Employee Handbook. Page 1 was changed and added for legal reasons, Page 4- vacation and holidays were changed so employees will have 80 hours of PTO and can accrue up to 120 hours with 40 hours use it or lose it paid sick leave every year required by the city. Some other grammatical errors were changed throughout the handbook and updated. A. Lighty made a motion to approve the Updated Employee Handbook. T. Pruesener endorsed the motion. Motion passed unanimously 9/0/0.
- Adjourned for CLOSED Session for CEO Review pursuant to Section 54957 Ralph M Brown Act at 12:40pm
- Reconvene/Call to Order at 1:14pm
- A. Lighty made a motion to increase the program manger wage to \$17.50 hour effective July 1 and increase Executive Director salary by 3% on a merit based on performance review effective July 1. A \$3000 bonus was allocated on merit base performance review for FY17 for the executive director which did not exceed budgeted amount. Motion was endorsed by B. Dunlap. E. Lai amended motion to include timeline markets and future conversations on FY17 and FY18. T. Franco endorsed the motion as amended. Motion carried unanimously.
- S. Berns reported on the end of fiscal year financials and updated the group that there is projected to be \$45K in unspent funds to be allocated to special projects. S. Berns also updated the group that the FY18 budget adjustment for \$2000 to allocate for any overtime hours for the program manager (about 20 hours of overtime projected for FY 18). E. Lai made a motion to approve the end of year budget. B. Dunlap endorsed the motion. Motion passed 7/0/0.

### **b.) Planning and Vision:**

- S. Berns reported that there was no meeting for May. PBFM is filing the permit and they need a meeting with SDPD. The Eco District was a topic at a C3 Meeting and received a positive response. It was a good opportunity to promote PB and to demonstrate different community groups working together. The group discussed a new meeting time to better accommodate more people. The group agreed on a meeting at 8am on every 4<sup>th</sup> Tuesday of the month.

### **c.) Promotions**

- S. Berns updated the group that a window cling was installed and the committee is working on website updates and changes with the event page.

**d.) Clean and Safe Committee**

- S. Berns updated the group stating that the committee is planning on a press conference to highlight the accomplishments and progress of the program and to help get the word out to businesses and the community. The group is working on a fundraiser for the program in August.

**e.) Parking Advisory Board**

- S. Berns stated that the survey has been completed and encouraged the group to take the survey and pass it along to employees, coworkers and friends in PB. There is a vacancy on the board and someone needs to be appointed to the Parking Board.

**Meeting Adjourned 1:31pm**