

Jack London Improvement District Executive Committee Meeting
Minutes of Tuesday, July 8, 2014 – 4:00 p.m.
JLID Office – 333 Broadway

Present: Bill Stotler, Sara May

Absent: Gary Knecht

Staff: Savlan Hauser/Executive Director, Fiona Simms/Marketing & Administrative Assistant

Guests: Michael Carilli

Discussions held and decisions made by the Board of Directors

<i>SUBJECT</i>	<i>DISCUSSION</i>	<i>ACTION?</i>
1. Call to order and introductions	The meeting was called to order at 4:03 p.m.	
2. Public comment and announcements	None	
3. Discussion of the authority of Board to take positions on legislation within the guidelines set forth by JLID's Disbursement Agreement, bylaws, and tax status a. Decision on authority of Board to take positions	<p>Savlan noted that she reviewed the implications of the Ellis Partners development position statement for our 501(c)3 non-profit status, disbursement agreement, and our bylaws with the district's lawyers and reported her findings. She noted that the district opted for 501h status, which lends us greater and clearer ability to engage in advocacy. The lawyer also reviewed the bylaws and disbursement agreement and found no legal reason why the districts could not take a position on the Ellis Partners developments.</p> <p>There was discussion of how to avoid conflicts of interest in the future. It was noted that full disclosure of any potential conflict is an adequate precaution. Savlan also reviewed the discussion of the developments at the Community and Economic Development Committee meeting. She noted that they voted to have the issue heard at the next City Council meeting and allowed it to pass by consensus.</p> <p>The committee decided that Bill would reach out to Ellis Partners and broach the possibility of including JLID in the design process as a community engagement partner. Pending the outcome of that discussion, the position statement will be sent to the board for approval.</p>	
4. Discussion of hosting community gatherings, events, and temporary retail uses (pop-ups) at 333 Broadway (both interior and exterior space) a. Recommendation on	<p>Savlan noted that there is a desire to activate the parking lot in front of the office for retail and event uses. She noted that these uses are covered under our insurance and lease. The committee recommended that 1 time events should be reviewed and managed by the Executive Director, but retail uses and recurring events should be vetted by the Marketing and Economic Development Committee. It was noted that there must be some consideration of the cost of</p>	

hosting other uses at 333 Broadway	hosting events and retail pop-ups. It was decided that staff will submit a recommendation at the next board meeting.	
5. Discussion of policy/best practices for operations of JLID committees, and amendment of bylaws to allow committees to complete tasks assigned to them by the Board, as well as make nominal expenditures necessary to complete these tasks, in addition to acting as advisory bodies a. Draft potential amendment to JLID Bylaws	<p>Savlan explained that the JLID Bylaws, Article 6, Section 2 identifies all committees, other than the Executive Committee, as acting “in an advisory capacity only.”</p> <p>She noted that this inhibits the ability of the committees to move forward on projects and recommended editing the bylaws. Sara explained that the committees should submit budgets for board approval and then should work from their approved budgets.</p> <p>She also noted that Gary has expressed interest in leading a task force to develop policies and best practices for the committees.</p>	
6. Review and finalize draft agenda for upcoming board meeting	The committee recommended that Savlan provide an update on the decision of the Port to adopt or not adopt the port share plan.	
7. Next regular meeting	Monday, August 4th, 2014, 4:00 pm	
Adjournment	The meeting adjourned at 5:13 p.m.	

Minutes taken by: Fiona Simms