



Rick Lemmo,  
*President*  
 Raul Porto,  
*Vice President*  
 Helen McDonagh,  
*Treasurer*  
 Joe Stitick,  
*Secretary*  
 Dennis De Pietro  
 Carol Jacobs  
 Phil Lanzafame

**Downtown Glendale Association  
 Board of Directors Meeting  
 Wednesday, September 30<sup>th</sup>, 2015 – 11:00am  
 100 N Brand Blvd, 6<sup>th</sup> Floor Conference Room  
 Glendale, CA 91203 - [www.downtownglendale.com](http://www.downtownglendale.com)**

**Present:** Rick Lemmo/ Caruso Affiliated, Joe Stitick/ Investment Property Services, Helen McDonagh/ Massage Envy, Raul Porto/Porto's Bakery, Phil Lanzafame/City of Glendale;

**Absent:** Carol Jacobs/General Growth

**Staff:** Marco Li Mandri, Nick Lemmo, Shant Sahakian, Tim Gallagher

**Minutes of the June 30<sup>th</sup>, 2015 meeting**

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<b>Introductions</b>	President Rick Lemmo called the meeting to order at 10:100 am	<b>No Action Taken</b>
<b>Approval of June 30<sup>th</sup> 2015 Minutes</b>	Board of Directors committee reviewed the minutes of June 30 <sup>th</sup> , 2015	<b>Helen moved and Joe seconded the approval of the minutes from the June 30<sup>th</sup> Board meeting. Phil abstained. The minutes were approved unanimously.</b>
<b>Public Comments and Announcements</b>	Rick Lemmo opened the floor to public comments and announcement.	<b>No Action Taken</b>

<b>EXECUTIVE COMMITTEE REPORT</b>		
<b>Annual Budget, FY 15</b>	Marco gave an update on the status of the YTD financial report. Marco went through each Committee budget and the carry forward. Discussion followed.	<b>Joe moved and Phil seconded approval of the rough draft YTD financial report with the provision that the next report include an explanation on any overages as well as the percentages of each category. The motion was approved unanimously.</b>
<b>DGA Credit Card</b>	Marco asked the status of the DGA Credit Cards	<b>No action taken</b>
<b>Update on Farmers Market</b>	Nick reported that we just received some reports on the Farmers Market and this will require a meeting or discussion with Rick and Jennifer of Raw Inspirations. There will not be a Farmers Market on Thanksgiving day.	<b>No action taken</b>
<b>Reaffirmation of agreement to lease another office</b>	The Board had conducted a non-Board vote to approve the justification of another lease for Nick's office. It was approved	<b>The reaffirmation of the leasing of the new office was approved by consensus. Phil asked for backup paperwork.</b>
<b>Resolution on the creation of a Nominations Committee</b>	The Board considered the following resolution: <i>Shall the Board appoint the President, the Secretary and one other Board member to serve as a Nominations Committee to facilitate the work of the Annual Elections. Furthermore, shall the Board set the Annual Meeting date for Tuesday, November 10<sup>th</sup> at 10:00 a.m. at 100 N. Brand Blvd, the basement conference room?</i> Discussion followed on the resolution and it was determined	<b>Helen moved and Raul seconded that the meeting be held on November 11<sup>th</sup>, at 11:00 a.m. at the 6<sup>th</sup> floor Conference room of 100 N. Brand Blvd.</b>

	that the 10 <sup>th</sup> would not work. The Board agreed upon the 11 <sup>th</sup> at 10:00 a.m. for the Annual Meeting date	
<b>Shall we have an Annual Meeting presentation on the District over the past year at the Annual Meeting?</b>	Marco asked if the Board would like a power point presentation updating the achievements of the DGA over the past year at the Annual meeting. The Board agreed to do so.	<b>Joe moved and Helen seconded having staff create a power point presentation for the Annual meeting. The motion was approved unanimously. Furthermore the Board stated that a link of that power point/video should be sent to all property owners by the end of the year.</b>
<b>Beautification</b>	Helen asked if we could get higher concrete planters next year to create different levels of flowers. Marco stated that staff would look into it	<b>No action taken</b>
<b>SOBO Committee</b>		
<b>New cleaning services</b>	Nick gave an update on the success of our combined services program with the maintenance crew. Discussion followed	<b>No action taken</b>
<b>Report on Bob Perry's recommendation for a new demonstration block on Brand Blvd.</b>	Dennis reported that Bob Perry is recommending to the City that the DGA create a new "demonstration block" to show what can be done for landscaping in the district. The demonstration block would be on Brand between California and Wilson. SOBO is waiting for a final report from Bob. Phil stated that he would try to set up a meeting to facilitate this discussion with City staff	<b>No action taken</b>
<b>DISI – MARKETING COMMITTEE</b>		

<b>Cruise Night</b>	Discussion occurred on the Cruise night event held in late August	<b>No action taken</b>
<b>Downtown Dash</b>	Helen brought up the fact that Rotary would like to host the downtown dash next Spring. Discussion followed that if Rotary wanted to do it, they could do so.	<b>No action taken</b>
<b>PR and Social Media report</b>	Nick gave an update on both	<b>No action taken</b>
<b>Holiday displays</b>	The DGA DISI Committee will be buying holiday decorations for 8 more corners this year.	<b>No action taken</b>
<b>Land Use</b>		
<b>Notification of new applications</b>	Marco brought up the fact that the DGA should review new applications for use of the public rights of way, or new construction within the boundaries of the District. He said we should be aware of what was going on prior to a door opening. Phil stated that he didn't want to impede development. Discussion followed.	<b>No action taken</b>
<b>Masonic Lodge/CBRE offices</b>	Rick reported that the old Masonic Lodge will have 1,200 CBRE members showing up for an open house in January. The offices will open on December 15 <sup>th</sup> . Discussion followed	<b>No action taken</b>
<b>Next Meeting</b>	Next meeting for the Board of Directors Committee will be held on Wednesday, November 11 <sup>th</sup> at 11:00 a.m. at 100 North Brand Blvd., 6 <sup>th</sup> floor conference room. This will be the Annual meeting	<b>No Action Taken</b>

Minutes taken by Marco Li Mandri, staff.