



**Minutes of the Regular Meeting of the Board of Directors of the Imperial Beach Chamber of Commerce held on Wednesday July 13, 2016 at 6 o'clock in the evening at Dempsey Holder Center 950 Ocean Lane, Imperial Beach California, 91932.**

**Action Items:**

<b>Director Lowery</b>	<b>Compose resolution for new bank account.</b>
<b>Director Bachmann</b>	<b>Solicit proposals for a new bookkeeper/tax preparer.</b>

**Items Approved:**

<b>Minutes of June 8, 2016 Board of Directors Meeting</b>	<b>Page 1</b>
<b>Minutes of June 22, 2016 Special Board of Directors Meeting</b>	<b>Page 1</b>
<b>Financials of the Imperial Beach Chamber of Commerce</b>	<b>Page 1</b>
<b>Resolution creating a new bank account at North Island Financial Credit Union.</b>	<b>Page 3</b>
<b>Solicitation of proposals for a new bookkeeper/tax preparer.</b>	<b>Page 3</b>
<b>Adjourn</b>	<b>Page 3</b>



**Meeting called at 5:03 by Director Odermatt.**

**Director Odermatt gave the Oath of Office to Directors Acevez, Griffin, Loudon, Meschler, and Steinmetz.**

**Directors Present:**

**Valerie Acevez  
Marcia Bachmann  
Tim Earp  
John Griffin  
William Landry  
William Long  
Erika Lowery**

**Paul Meschler  
Karen Odermatt  
Kim Paris  
Olivia Pickering  
Mike Simms  
Scott Steinmetz  
Jack Van Zandt**

**Excused:**

**Tracy Rivera  
Steve Barry**

**Vanessa Garcia Mapula**

**Unexcused:**

**Brian Baretto  
George Braudaway  
Mike Osborne**

**Aaron Ruiz  
Marco Topets**

**Guest: Kathy Wakefield**

**Minutes:**

- ♦ **The minutes of June 8, 2016 were moved to approve by Director Loudon. Director Paris second. There was no discussion. Motion approved unanimously.**
- ♦ **Minutes of June 22, 2016 Special Board of Directors meeting were moved to approve by Director Landry, and seconded by Director Loudon. There was no discussion. Motion approved unanimously.**

**The financial statement for June 2016 were moved to approve by Director Landry and seconded by Director Long. There was no discussion. Motion approved with Director Paris abstained from voting.**

**The Business Improvement District minutes from the June 8, 2016 were tabled.**

**The Business Improvement District financial statements were tabled at the BID meeting. No action was taken.**

Director Simms gave the Executive Committee report:

- **Schaumberg case – Richard pled guilty. Director Bachmann will pull the transcript of the case. Director Loudon asked for background on the current amount owed due to the theft which is \$19500.  
Richard is court ordered repayment is \$350/month supposed to pay starting August 30, 2016 and probation for 5 years. The court will retract probation if he fails to make a payment.  
General liability insurance doesn't cover criminal acts. Richard's actions fell under D&O because he was not an employee and his action was criminal.  
Director Landry recommended the treasurer be bonded in the future.**
- **Kravitz case was continued until September 2, 2016.**

#### **Office Update**

There was no update from the office staff.

Director Earp gave the BID Report:

There was a quorum for the meeting. The BID is looking at how to engage the business community, ask questions, get assistance, and assess the business community over the next couple of months.

July 30<sup>th</sup> concert in the park is a collaborative between the BID and Pier South to engage Dunes Park. It will be in the park. There is a VIP ticketed area.

Director Paris questioned about the original allocation in the BID budget for Concert in the Park series. Is there not going to be at concerts at the Pier? This item is to be taken up at the BID meeting. Director Earp stated that the BID can look at all parks and support all the concerts. The BID needs to look at the minutes during the budget time. Director Van Zandt suggested spreading funding for concerts to different parks in the city.

#### **Old Business**

Item No. 1 and No. 2 were discussed under the Executive Committee report.

Item No. 3

There is negotiations for the lease agreement with Palm West Realty for the office located at 154 Palm Avenue. The mailing address will be PO Box 506, Imperial Beach, CA.

#### **Committee Reports**

- **Sun and Sea  
The Chamber has reserved 3 spots (vehicles) for the Sun and Sea Parade. The Executive Committee is going to be in the vehicles, with the exclusion of Director Lowery. Directors and Chamber Members are also invited to join IB Beautiful's "protest" parade flatbed showcasing "Green Lives Matter," "Plant Seeds Not War," "Grey water for plants," etc.  
Any further discussion to be taken offline by those interested.**

- MusicFest (to coincide with the Dempsey Holder OceanFest) Committee being formed by Director Paris.
- Xmas Comes to IB  
Director Ruiz is chairing and there is no update at this time.

#### **New Business**

- Director Odermatt stated the feedback on the Installation Dinner was positive. It was a fun event. It costs the Chamber money this year. Next year may be something different.
- Director Bachmann suggested that a resolution for a new bank account at North Island Financial Credit Union for a new checking account. Director Simms moved for the resolution and Director Bachmann seconded. There was no discussion. Motion approved unanimously.
- Financial Account/Tax Agent Service  
Director Bachmann stated that her first impression was not the best with our current bookkeeper. Director Louden asked how much we pay monthly. Director Van Zandt asked if the Chamber's taxes are late; the Chamber needs to have their taxes in on time and current. The formation of a committee to investigate a new bookkeeper/tax service was supported by the Director Bachmann. Director Landry suggested either South Bay Tax Service or Nakawatase. Director Louden moved that Director Bachmann solicit a proposals. Director Simms seconded the motion. Paris discussed the option of using Quickbooks, stating that for non-profits it is \$40/mo. Director Pickering gave some history on why bookkeeping was done through Black Dog Accounting.  
Motion carried unanimously.
- Insurance  
On Jan 1<sup>st</sup> Bo Blumenthal bought the agency from his father. He met with a team of Directors. Director Van Zandt suggested that the Chamber put in a claim with everyone involved to get it formally denied.  
Blumenthal is looking into options on recouping the losses.  
The Chamber has insurance in place including Directors & Officers Insurance. The Broker is creating difficulty in filing the claims.
- Director Griffin asked if it is necessary for all this information for the agenda packets. He recommended that the office send 2 separate documents – what we need, and backup detail.
- Annual Meeting is next. Video presentation

Director Simms moved to adjourn. Director Bachmann seconded the motion. Meeting adjourned at 5:56pm to the Annual Membership Meeting.