

**August 16, 2023 – 9:30 am ZOOM**

**Minutes**

**CHATSWORTH BUSINESS IMPROVEMENT DISTRICT, INC.**

1. Attendance: Julie Lewis, R. Grace Rodriguez,
2. Pledge of Allegiance lead by R. Grace Rodriguez
3. Administrator's Report (RGR)
  - a. STATUS OF 2021, 2022 Funds
  - b. STATUS OF 2023 Funds
  - c. STATUS OF 2024 Contract
  - d. Requested the who paid and who hasn't in 2022 So we can chase our money.
  - e. Check on Garbage on the Corridor and when does VCC Contract end. Nick let us know that Don Larson is adding Grass to make sure that thing will work, and then they will start transplanting other plants like succulents natural.
  - f. Per July Regular bills we can pay without having a vote.
  - g. MOTION: Laura, 2<sup>nd</sup> Nick: Pay in 2023 Kiwanis for Flags – Up to \$1500 and for \$500 sponsorship for Holiday Parade - Unanimous
  - h. Report as to the City Canvass of Businesses
  - i. 3<sup>rd</sup> Quarter Newsletter
    - i. Council Member Lee Angel Fund
    - ii. Article for BID from John Lee
    - iii. Scarecrow Contest – Martina is putting together the Scarecrow Contest. With timeline. Its beautiful and we will go forward with that. People need to participate by putting a scarecrow. Build page on Bid web-site to apply and page to go and vote. Online Voting.. \$500 Dollars 1<sup>st</sup> Prize, \$250 2<sup>nd</sup> prize, and \$100 3<sup>rd</sup> prize for Prizes for scarecrow. QR CODE, to register to vote on Election Buddy to vote.
    - iv. Laura Lichter to Everyone 9:55 AM
    - v. 1.Set up a web page on BID website with flyer. Create a sign up online. I do not have access at this time.  
Build QR Page but needs to put the QR Code.  
2. Approve flyer to be put out on our FB Page and Instagram by August 14th  
3. Send info to Businesses via email or mail. By September 1st. Businesses need to be signed up by October 1st. Participating business will be listed on the BID website by October 5th  
4. Scarecrows need to be set up by October 12th  
5. Public viewing and voting from October 14th -25th  
6. Winners announced 10/27 Halloween gathering 6pm-8pm West End Arts District-along the block  
7. West End Trick or Treating-Saturday, October 28th from 3pm -5pm. We will

add that to the Newsletter - (participating Shops)

And add the Farmers Markert

First Friday September 1 for Spunky rose expand

- j. Bylaw Amendment – RGR moved, and Julie 2<sup>nd</sup> - Article X – Section 1 Fiscal Year is now January 1 through December 31<sup>st</sup> of each year
  - k. Laura’s Report – They will have a meeting with us to explain to us the different things we can change and make better. RGR to invite them to our next meeting in September to come.
  - l. Martina - RGR needs to put July Agenda on the website. Tell Yurida to change the Admin name to R. Grace Rodriguez
  - m. Ask City for more trash cans.
  - n. RGR Moves to spend up to \$500 for posters for the Scarecrow – 2<sup>nd</sup> Martina . Unanimous vote approved.
  - o. Add Scarecrow to Chamber Events.
  - p. Send rep to Kiwanis – Laura will contact Lucia Montano. Martina will check to see when we can go to Kiwanis to present the scarecrow contest.
4. Treasury Report (Julie) - Bank of the West – They are changing to BNO on September 1, 2023. Instead of doing the change now and rechanging in September. Let’s wait until they change over then in the 15<sup>th</sup> we will change to new account with our Non-Profit Tax ID number.
5. **OLD BUSINESS**
- a. Laura: Status on Business Outreach to consolidate stakeholder information.
6. **NEW BUSINESS;**
- a. Hiring Ron to do Maintenance.
  - b. Hiring Rita to do Administrative.

Adjourned 10:35 am.