



Downtown Napa Association
Agenda
Tuesday, November 14th , 2023 11:00am – 12:30 p.m.
Filippi's Italian Pizza Grotto

Members: Allison Hallum, Connie Anderson, Toni Chiapetta,, Anette Madsen, Bob Magnani; Kimberly McMaster, Chuck Meyer, Garret Murphy, Peter Triolo, Chrissy Pearce-Jeffries, Sara Brooks *Staff: Bill LaLiberte, Craig Smith*

Excused:, Tom Finch

1. **CALL TO ORDER** Anderson
2. **PUBLIC COMMENT** Anderson
3. **INFORMATION / ACTION ITEMS**
 - a. **Approval of Minutes** Anderson
Approve minutes from October 10th, 2023 Meeting
 - b. **Approval of Bill LaLiberte as Executive Director (10min)** Smith
Approve Personnel Committee recommendation for Bill LaLiberte as Downtown Napa Association Executive Director starting January 1st 2024
 - c. **Board Elections (10min)** La Liberte
Connie Anderson and Anette Madsen will rotate off the board at the end of the year. Connie Anderson as past president will remain on the Executive Committee thru 2024. Sara Brooks, Tom Finch, and Bob Magnani terms expire at the end of the year but all three are eligible to run for another term.
 - d. **Approve Accounting Review and Clean Up (10min)** LaLiberte
Hire accounting client services / Bookkeeper to work with LaLiberte to edit and organize chart of accounts and a general clean-up of QuickBooks Accounts. Not to exceed \$5,000.
 - e. **Approve By-Law Amendment (10min)** La Liberte
Review and approve attached By-Law change
 - f. **Event Updates / Review (5min)** La Liberte / Smith
Main Street Reunion – Hometown Halloween Wanderland of Trees -Tree Lighting Christmas Parade
 - g. **Approve Financials (10min)** La Liberte
Report includes P&L Budget vs. Actual through October. Report shows net income of \$80,392.45 vs. budgeted loss of -\$16,717.70

BROWN ACT:

Government Code 54950 et seq. (the Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Napa Downtown Association posts Agendas at 1300 First Street, Suite 290. Action may not be taken on items not posted on the agenda.

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Craig Smith at (707)257-0322 at least 48 hours prior to the meeting.

NOTICE TO PUBLIC:

PUBLIC COMMENT: The public may directly address the Downtown Napa Association on any matter within the Council 's subject matter jurisdiction, including any matter that is not on the agenda. However, State law strictly limits the Council's authority to respond at the meeting to any matter that is not on the agenda.

RULES OF ORDER FOR THE CONDUCT OF PBID MEETINGS: The Napa Downtown Association conducts its meetings in accordance with the requirements of state law (the "Ralph M. Brown Act," California Government Code Sections 54950, et seq.) and the City's Rules of Order (Council Policy Resolution 19, R2016-6). Members of the public are expected to conduct themselves with courtesy and respect and comply with the Rules of Order. **PROCEDURES TO DIRECTLY ADDRESS THE PBID:** Any member of the public may directly address the Council regarding: (a) any matter identified on the agenda; or (b) during the Public Comment portion of the meeting for any matter within the Council's subject matter jurisdiction that is not identified on the agenda. Speakers should direct comments to OBID Chair and Committee members, not the audience. Speakers are expected to yield the floor when the time limit is identified. For each item, speaking time is limited to no more than three minutes per person, unless otherwise specified for hearings and appeals, or at the discretion of the PBID Chair to address special circumstances. The PBBID Chair may modify (increase or decrease) any time requirements for any speaker, or change the order of the items on the agenda, in accordance with the Rules of Order in order to facilitate the efficient and fair conduct of the meeting. This may include moving all or a portion of the Public Comment portion of the agenda to the end of the meeting (see Council Policy Resolution 19, R2016-6 section 6.1.4).