



**Downtown Napa Association
Minutes
Tuesday, November 12th, 2024 Meeting
Filippi's Italian Pizza Grotto**

Members: Connie Anderson, Toni Chiapetta, Bob Magnani, Chuck Meyer, Garret Murphy, Chrissy Pearce-Jeffries, *Gabe Carlin, Faith Ventrello, Tom Finch*, Kimberly McMaster, Sara Brooks *Staff: Bill LaLiberte*

Excused: Alyssa Piombo (stepped down and resigned board seat)

Guests: Neal Harrison City of Napa - Economic Development Division Manager

1. **CALL TO ORDER** - Jeffries called the meeting to order at 2:32pm
2. **PUBLIC COMMENTS** – Neal Harrison discussed upcoming November City Council Meeting with agenda items looking for approval of an Oxbow Gateway sign, and Parking Management Plan. Harison also discussed the city analyzing two locations for a possible new parking structure, Lot X and the parking lot adjacent to Contimo Provisions.
3. **INFORMATION / ACTION ITEMS**
 - a. **Approval of Minutes** – Jeffries asked to approve minutes from November 12th, 2024, Meeting - Anderson moved for approval of the November 12th meeting minutes, Ventrello seconded - approved unanimously.
-No December Meeting Was Held-
 - b. **November Shop Sip and Strolls** – LaLiberte discussed rescheduling the November Shop Sip and Stroll to a December 15th event from 1-4pm.
 - c. **Holiday Events** – LaLiberte discussed upcoming holiday events and gave a recap of the October 26th Hometown Halloween event.
 - d. **Clinton Street Christmas Market** – LaLiberte discussed the upcoming Friday December 6th Clinton Street Christmas Market. Laliberte also discussed DNA's participation and gave a recap of DNA approved funding expenditures in support of the event.
 - e. **Mustard Celebration Event** – LaLiberte gave an update on the march 29th and 30th event and asked for planning committee volunteers, Magnani, Carlin, Meyer, and Murphy volunteered to assist in the event planning process.
 - f. **Napa Table Event** – LaLiberte gave an update on the June 7th Napa Table planning process and asked for asked for planning committee volunteers, Magnani volunteered to assist in the event planning process.
 - g. **First Street Napa Holiday Event Dec 7th and 8th** – LaLiberte presented the First Street Napa Holiday event and asked for approval of not to exceed \$3500 in funding to support the event. Brooks moved for approval of not to exceed \$3500 in event funding support, Jeffries seconded - approved unanimously
 - h. **Napa Shop Guide** – LaLiberte gave an update and discussed a reprint of current addition with a new edition in the spring or waiting until spring for new addition. The board recommended waiting until spring for a new addition with no reprint of current addition.
 - i. **Cope Family Center** – Jeffries presented a sponsorship request from the Cope Family Center to support an upcoming fundraising event. The board discussed and asked Jeffries to go back to the Cope Family Center for clarification and to refine the request for consideration.
 - j. **Taxes and Bookkeeping Update** - LaLiberte gave an update and discussed 2023 tax filing and fees paid to Accountant. LaLiberte also gave an update on the search for a part time bookkeeper.
 - k. **Financials**– LaLiberte presented the July 1st, 2024 – October 31st, 2024, P&L Budget vs. Actual. Board moved to Accept and File.

Meeting Adjourned at 3:22pm