MINUTES OF
BOARD OF DIRECTORS MEETING
Wilmington Chamber of Commerce
544 N. Avalon Blvd., Wilmington, CA 90744
Friday, October 21, 2016, 10:00 A.M.

BOARD MEMBERS:
Present - David Sloane, Chair; Gisele Fong, Vice Chair; David Thornburg, Treasurer/CFO; Kathleen Woodfield, Secretary; and, Ed Avol, Director; Cristin Mondy, Director; Michele Prichard, Director.

Absent - None

HCBF: Ben Schirmer and Meghan Reese
LEGAL COUNSEL: Michael Jenkins, Jenkins & Hogin LLP

Meeting was called to order at 10:00 A.M.

ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

ITEM B. EXECUTIVE DIRECTOR/STAFF REMARKS

Ben Schirmer provided the following remarks:

1. The Community Benefit Round 4 grants and the China Shipping Independent Financial Management agreement were rescheduled for Monday October 24, 2016 at the Board of Harbor Commissioners' meeting. The China Shipping matter is scheduled as a consent item, the CB4 grant funding requires a presentation.

2. Ben reminded the Board that Ata Khan's last day at HCBF was October 14, 2016.

3. The 2017 Operating Budget for HCBF is scheduled to be heard by the Board of Harbor Commissioners on November 17, 2016.

Meghan Reese provided the following remarks:

1. Meghan provided the Board with an update on the Noise Study. Staff recently met with the Noise Study consultants and anticipates finalizing a contract with a start date in November.

2. The Off-Port Land Use Study is in the final stages, with the ad-hoc committee having approved a revised chapter from Raimi + Associates.

ITEM C. BOARD MEMBER REMARKS
Michele Prichard informed the Board that she received a call from IQ Air regarding the air filters that were installed at elementary and middle schools in Wilmington as part of the TraPac settlement. The LAUSD budget for air filters will expire in 2020.

Gisele Fong informed the board that she went on a Tox Tour of Wilmington that was organized by CBE.

ITEM D. GUEST PRESENTATION

None.

CONSENT ITEM
ITEM 1. REVIEW AND APPROVAL OF MINUTES, HCBF BOARD MEETING DATED SEPTEMBER 16, 2016 AND OCTOBER 3, 2016

Recommendation to Board: Approval of the minutes of the HCBF Board meetings dated 9/16/16 and 10/3/16.

Motion by Kathleen Woodfield. Seconded by Ed Avol. Carried unanimously.

REGULAR ITEMS

ITEM 2. REVIEW AND SUMMARY OF PLANNING SESSION HELD ON OCTOBER 3RD – KIARA NAGEL

Kiara Nagel presented an overview of the Board’s discussion during the planning session held on October 3, 2016. Kiara received input from Michele Prichard who as unable to attend the planning session. A final report, including next steps, will be distributed to the Board at the next board meeting.

Recommendation to Board:
1. Approve an Outreach subcommittee, consisting of Michele Prichard, Gisele Fong, and Kathleen Woodfield, for the purpose of assisting Staff with outreach efforts.

   Motion by David Thornburg. Seconded by Michelle Prichard. Carried unanimously.

2. Approve a Promotional Materials subcommittee, consisting of David Sloane, Cristin Mondy, and Ed Avol, for the purpose of assisting Staff with the development of marketing materials.

   Motion by Kathleen Woodfield. Seconded by Ed Avol. Carried unanimously.

ITEM 3. REVIEW OF FINANCIALS THROUGH SEPTEMBER 30, 2016

The Board discussed the unaudited financials. David Thornburg, CFO, remarked that HCBF is tracking below the budgeted amount for the first three quarters of the operating budget, and that all financial reports are satisfactory.

Recommendation to Board: Approval of the unaudited financial reports through 9/30/16.

Motion by Michelle Prichard. Seconded by Ed Avol. Carried unanimously.
ITEM 4. REVIEW, DISCUSSION, AND APPROVAL OF 2017 OPERATING BUDGET

Ben Schirmer presented an overview of expenditures in 2016 (9 months actual plus 3 month forecast), followed by a recommendation for funding its Calendar Year 2017 operating Budget.

Recommendations by the Board:

1. Approve the 2017 HCBF Operating Budget totaling $353,427. Amend the proposed budget to increase the line item for Marketing to add $5,000 and decrease the line item for Professional Fees by $5,000. Approve staff salary increases, as proposed, with Meghan Reese’s effective 10/29/16 and Ben Schirmer’s effective 1/1/17.
2. Authorize the Executive Director to a) present the annual operating budget in the amount of $353,427 to the Board of Harbor Commissioners; and b) execute a letter to the BOHC to approve the distribution of funds of approximately $308,274 in one lump sum transfer from the Port Community Mitigation Trust Fund (PCMTF) to HCBF.

Motion by Ed Avol. Seconded by Gisele Fong. Carried unanimously.

ITEM 5. BOARD MEETING DATES FOR NOVEMBER AND DECEMBER

It was suggested to Staff that there be only one board meeting within the months of November and December.

Recommendation to Board:
Cancel the November 18, 2016 meeting. The December 2, 2016 Board meeting date was approved at the September Board meeting and will not be changed.

Motion by Ed Avol. Seconded by Cristin Mondy. Carried unanimously.

ITEM 6. MEETING ADJOURNMENT

Meeting was adjourned at 11:52 A.M.

Kathleen Woodfield, Secretary

Date

1/27/2017