

Bylaw Committee Minutes September 20, 2021

Committee Members: JP-Jimmy Parker, MC-Michael Caldwell, MH-Markalan Hamilton

Staff: AG- Alex Gutierrez, JC- Josh Coyne

Call Meeting to Order 8:10 am

- JP- Requested that Alex discuss City expectations of the accountability plan.
- AG- Discussed the timeframe to complete all documents submitted to the City by the end of 2021. This includes a timeline, board member agreements, and board member training.
- JP- Stated that by week three of the bylaw committee review, we should have all language ready in a draft form to conduct edits and have the board review recommendations before our November board meeting. This will allow the Board to take action during the November 16th meeting.
- MH- He doesn't see an issue with the timeline.
- MC- He sees the committee completed all their recommendations by the suggested timeline.
- JP- Stated the committee would only focus on the three subjects: anti-harassment, board inclusivity, and conflict-of-interest. Any other bylaw changes will need to wait during the following bylaw review during 2022; this will include board seats and officer positions.
- JP- Let's review the language sent by the committee members regarding the three subjects, including anti-harassment, board inclusivity, and conflict-of-interest.
- MC- Reviewed the language for anti-harassment he submitted to the committee.
- MH- It covers the subjects well and gets to the point.
- JP- Stated that MC policy should be implemented together with JP procedure and process because they go well together.
 - MH- Agreed
 - MC Agreed
- JP- Committee agreed to accept and move forward with the Anti-harassment policy by MH and process and procedure by JP to final draft.
- MC- Reviewed conflict of interest policy
- JP- Reviewed the process and procedures and how they will be applied to the board and BID businesses to remove a conflict-of-interest issues.
- JP- Spoke about board inclusivity and how it was a challenge to find good examples.
- MC- Reviewed the policy example that he found and put together.
- JP- Reviewed board inclusivity process and procedures.
 - MH- Agreed on bringing forward the policy, process, and procedures for board inclusivity.
 - MC- Agreed on bringing forward the policy, process, and procedures for board inclusivity.
- MH- Stated that board inclusivity should include outreach to businesses to know more about the BID.

- JP- Explained that board members' seats should be reviewed more in detail during future committee review of the bylaws.
- MC- I would like to see business walks by the Board to increase the Board's inclusivity through outreach during the yearly walks.
- JP- We should be open to allowing our inclusivity policy to let a board member be part of the Board to ensure that the district's makeup is adequately represented.
 - MC- Agreed
 - MH- Agreed
- MC- Stated that BID's progress under Alex Gutierrez's leadership has been great and feels that these changes in the bylaws will allow further development with the Downtown BID.
- JP- We will meet one more time to complete the task of reviewing the bylaws.
- JP- Alex will email all policies in draft format for the committee to review on September 27th, 2021.

Adjourn 9:35 am