

draft

Downtown Providence District Management Authority

Board of Directors meeting minutes

Thursday, December 17, 2009 8:30 a.m.

1. Roll Call

Director Gagliardi called the meeting to order at 8:33 a.m.

Directors present: Bert Crenca, Joseph DiBattista, Wendy Doyle-Spatcher, Robert Gagliardi, Susan LaPidus, Richard Lappin and John Macliver.

Ex-Officio Members present: Alix Ogden

Others present: Dan Baudouin, Executive Director of the Providence Foundation; Joelle Kanter, Program Director of the Providence Foundation; Steve Gibson, President of Urban Place Consulting; Frank LaTorre, DID Director of Public Space; Frank Zammarelli, Operations Manager of Block-by-Block; Rosemarie Durette, DID Accounting Manager/Office Administrator; Jeremy Curran, President of Block by Block

2. City of Providence Update

Alix Ogden updated the Board on a couple of projects that she is monitoring for the DID.

The City has advertised a RFP for a municipal building so that some departments can be located in one building making it easier for the public. All bids have been received, and the review process will begin in the coming weeks.

A permitting handbook has been completed. The complete review process will be no longer than 30 days. A new software system is being installed to help expedite reviews and will allow for plans to be submitted electronically.

The brick sidewalk repair, a match of DID and Councilors Lombardi and Young's funds, will take place this year. The City is preparing the RFP for the work.

**3. Approval on the minutes of the December 17, 2009 Board meeting
Director LaPidus motioned to approve the minutes from the December 17, 2009 board meeting. Director Macliver seconded the motion, and a roll call vote was held as follows:**

Director Crenca yes

Director DiBattista yes

Director Doyle-Spatcher yes

Director Gagliardi yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Therefore the motion passed.

4. Financial Report

Steve Gibson presented the financials for December 2009.

The Statement of Financial Position shows the DID to be in a comfortable cash position with adequate funds to pay monthly expenses and maintain a reserve.

The Statement of Operations shows a solid revenue position and overall expenditures below budget.

Director DiBattista motioned to accept the December 2009 financials as presented. Director Macliver seconded the motion, and a roll call vote was held as follows:

Director Crenca yes

Director DiBattista yes

Director Doyle-Spatcher yes

Director Gagliardi yes

Director LaPidus yes

Director Lappin yes

Director Macliver yes

Therefore the motion passed.

5. Leadership Council Joint Venture

Fred Butler, Chairman of the Providence Foundation, and Robert

Gagliardi, Chairman of the Downtown Improvement District, announced the joint venture at the Providence Foundation annual meeting which was held on January 25, 2010.

The outline for the joint venture is being updated. Once complete the outline will be presented to the Leadership Council and both Boards for approval.

An analysis of resources is currently being done to insure that there are enough resources, and how to properly manage those resources, to meet the goals and time lines. Staff has been asked for their input into what areas they feel, as individuals, would be the best utilization of their talents.

6. Report for Urban Place Consulting & Director of Public Space

Frank LaTorre updated the Board on the projects he is working on:

The RIDOT sidewalk walk project is still expected to begin in the Spring of 2010.

Frank and Dan Baudouin have been meeting individually with all the private parking operators within the District to inform them of the work that is being done to advance the customer friendly parking system and to get their input on the proposal. A meeting will be scheduled to bring all the owners together to try to get them to work together on the customer friendly system and to find out if they would participate in a training program for their employees.

The HRP has started a letter writing campaign, to the Mayor and the City's Licensing Board, in support of revoking the licenses of clubs that cause safety and other issues, in particular Elements and Level II.

7. Discussion and Vote on plans for the DID 5th Anniversary Celebration.

Steve Gibson presented his ideas regarding the Downtown Improvement District's fifth anniversary celebration. Instead of this event being just a recognition of the DID's accomplishments, it could also be a kick off for the joint economic development venture. This could be a presentation of what we have done in the past five years and what we plan on doing in the next five. A professional video will be produced that can be used as an economic tool to attract businesses into the area. The idea is to get the audience excited about the Downtown and into a positive mood towards the future.

The Board was in agreement to move forward with this plan. The staff was instructed to continue working on the details for the event and to report back at the February meeting.

No vote was necessary.

8. Marketing Report

The winter newsletters have arrived and will be ready to mail next week.

A meeting is to be held with all those involved in the "Live It Up"

marketing campaign to strategize on ways of improving the marketing for Downtown.

The young leaders continue to meet and announced their new visions for 2030 at the Providence Foundation annual meeting.

9. Report from Block- By- Block

Jeremy Curran was here to demonstrate a new pda and software system. The pda can track each employee's daily activities which is currently done by hand at the end of a shift. The information entered can then be downloaded to create different reports. The system is also helpful in giving directions and other business information. Directions can be printed using a small compatible printer.

Other BIDS in the country have started using them and find that they are very helpful

10. Other Business

11. Adjournment

Director Gagliardi adjourned the meeting at 10:05a.m.

Respectfully submitted,

Rosemarie Durette

Accounting Manager/Office Administrator