Board of Directors Meeting
Wednesday, October 17, 2018 @ 8:30 AM
Mormon Battalion, 2510 Juan Street

AGENDA

1. Call to Order & Introductions

2. Non Agenda Public Comments
   Public comment may be made on any subject in the Board's area of responsibility. Time allotted to each speaker shall be determined by the President; however, comments are limited to no more than three (3) minutes total per subject regardless of the number of those wishing to speak. (Comments relating to items on today's agenda are to be taken at the time the item is heard). Please direct requests to speak to the President prior to the start of the meeting. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Board on any issue brought forth under “Non-Agenda Public Comment.”

3. Announcements and Community Reports/Updates - 3 Minutes

4. Administrative Items
   a. Request for agenda revisions (continuances, change in order, etc.)
   b. Conflict of interest declarations on agenda items
   c. Board non-agenda comment

5. Approval of Minutes
   Old Town Chamber of Commerce Meeting – September 19, 2018
   Action Item

6. Committee Reports
   a. Organization Committee

Action Items:
   i. Approve Guerrero, Jimenez, Diaz & Co., LLP as Auditor for FY2018 Audit
   ii. Financial Reports
      1. Accept the financial report - May 2018
      2. Accept the financial report - June 2018
      3. Accept the financial report - July 2018
      4. Accept the financial report - August 2018
   iii. Harney Street Market
1. Management Agreement

iv. Board Elections
   1. Nomination Deadline: October 31, 2018
   2. Ballot Deadline: Postmarked by November 28, 2018
   3. Annual Meeting: December 5, 2018, 5:30 p.m.

a. Promotions & Marketing Committee
   i. Dia de los Muertos
   ii. Taste & Tequila
   iii. Founders Day Street Festival 2019
   iv. Next Promotions Meeting
      1. Thursday, November 8, 2018. 8:30 a.m., Cafe Coyote

b. Design Committee - Update
   i. Old monument
   ii. Gateway Sign update
      1. Resolution to file an application with the County of San Diego for Neighborhood Reinvestment Program funding during the County’s 2018-2019 fiscal year.

c. Parking Committee - Update
   i. Repairs and maintenance update
      1. Repair to stairs
      2. Tree Removal
   ii. Next Parking Committee meeting

7. Executive Director Update
   a. Monthly report – September 2018
   b. 250th Commemoration of San Diego

8. Unfinished business
   a. Evaluation of CAM Services contract

9. New business

10. Next Old Town Chamber of Commerce meeting Date
    a. Next Meeting - Wednesday, December 5, 2018, 5:30 p.m.

11. Adjourn

THIS INFORMATION IS AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.
To request an alternative format, or to request a sign language or oral interpreter for the meeting, please contact the meeting coordinator in the Old town San Diego Chamber of Commerce at least five (5) working days before the meeting at (619) 291-4903 to ensure availability. Assistive Listening Devices (ALDs) are available for the meeting upon request.
Board of Directors Meeting Minutes

September 19, 2018 / 8:30 AM /Mormon Battalion

No Quorum: Informational Meeting Only

Directors Present:
Chuck Ross, Patty Ducey-Brooks, Michael Howland, Christine Smith, Diane Powers, Linda Acuna

Directors Absent:
Fred Grand, Jeanne Ferrell, Steve Blassingham, Justine D. Lee, Ramzi Murad, David Thornton,

Staff:
Sunny Lee, R. Elisha McLemore

Guests:
Sister Lee Ann Hemingway, Elder Michael Hemingway, Brian Elliot, Vanessa Bernal, Bob Barrios,
Michaela Valk, Richard Dennison, David Surwilo, Jason Weisz, Paris Davis, John Vallas, Ricardo Pinon

Chuck Ross, Vice-President, called the meeting to order at 8:35 a.m.
Introductions of members and visitors were made.

Non-Agenda Public Comment

Richard Dennison – Old Town State Park
On September 24, demolition begins for the Public Works program to tear down Caltrans Building.

Office Surwilo-San Diego Police Department
Shift Change Rotation begins for San Diego Officers. Staffing for the police department is still an issue.
Neighborhood Policing Unit will be at Councilmember Ward’s homeless forum. Officer Surwilo assured board members and guests that the area is not being overrun by white supremacy gangs; no matter the rumors. Officer Surwilo then explained the importance of using the Get it done app.
Presentations

Brian Elliot – Office of Councilmember Ward: Styrofoam Ban

Mr. Elliot shared Councilmember Wards proposal to ban Styrofoam. The full ban would prohibit the use and sale of egg cartons, food service containers, coolers, ice chests, pool or beach toys, mooring buoys and navigation markers made partially or completely of Styrofoam.

Styrofoam products don’t degrade the way more natural products do, taking hundreds of years to break down; filling our landfills. The ban places restrictions on where Styrofoam products can be used. Furthermore, the proposal would make single-use plastic food ware, such as straws and utensils, available only upon request.

John Vallas, Friends of Presidio Hills Golf

On Aug 27, Friends of Presidio Hills Golf Course, partnered with ProKids, submitted a proposal to the City of San Diego to completely restore Presidio Park Golf Course. ProKids is set to operate the course and will offer new youth programs, a pro golf shop, community center and snack bar.

This massive endeavor will be privately funded with 4 million pledged so far. According to Mr. Vallas $200k will immediately be invested to get the course back in shape with needed repairs and signage will be posted heralding the upcoming restoration. There will an archeological dig with plans to redesign and redevelop the golf course. 2021 is the anticipated completion date. There will be a panel presentation in about 90 days to make the restoration recommendation and then it will go to City Council.

Administrative Items

A. Board Administrative Items and/or non-agenda comment
B. Request for Agenda revisions (continuances, changes in order, etc.)
C. Conflict of Interest Declarations on Agenda Items

Approval of Minutes

The corrections to be made to minutes of July 18, 2018: add missing directors and take Chuck Ross’s name off “Directors Present.” No vote made.

Organization Committee

Audit

Due to No Quorum, the motion to approve Guerrero, Jimenez, Diaz & Co as auditor for FY2018 Audit is tabled until the next board meeting.

Accept Financial Reports

Michael Howland, Treasurer, presented financial reports for June, July and August. He gave an overview of the reports and answered any board member questions. There was no vote to accept the financial reports.
Harney Street Market
Vendor from Harney Street market Paris Davis had questions concerning the insurance that is required for the market manager. The board asked Mr. Davis to resubmit a summary of previous questions. The ED will review previous requests. In regards to market manger agreement was reviewed and sent to Ron LaChance. There will be a weekly review of market numbers.

Promotion Committee
Discussion of why A&C show was cancelled – loss of grant money. Focus will be on DOD and T&T DOD is going well with much promotion. Harney Street market will be extended to include DOD vendors. Mr. Ross shared that there will DOD activities in the State park and a live Cantina.

Design Committee
T-signs:
Details are almost finalized. Funding is available. Permitting for the project is a lengthy process

Arch Gateway:
The location for the new archway will be at San Diego Ave and Twiggs, at the intersection.

Monument:
Until its eventual relocation, it will be in storage.

Banners:
There may be a possible issue with the historical banners regarding Father Scra. This will be an action item at the next meeting.

Parking
Some trees need to be removed from the parking lot. Their roots are pushing up some parts of parking lot concrete. The homeless encampment has been successfully removed.

ED Report
250th sponsorship forms are ready to go. A Founder’s Day street festival has been added to the list of activities.

Announcements and Community Updates
Jason Weitz – Senator Atkins Office
The budget was balanced and passed on time with a rainy day fund set aside of 6 billion. San Diego will receive more than 2.5 million to help alleviate homelessness. There will be more investment in community colleges.

Vanessa Bernal-San Diego City Council
Councilmember Ward’s Homeless forum will be September 24th from 5:30pm-7pm at Francis Parker School Auditorium. Joining Councilmember Ward is Neighborhood Policing Division Captain Scott Wahl and Mayor Faulconer’s Chief of Homelessness Strategies & Housing Liaison Keely Halsey.

Meeting adjourned @10:30 A.M.
Next regular Chamber meeting is scheduled for Wednesday October 17, 2018.
Respectfully submitted,

Signed: _______________________
Jeanne Ferrell, Secretary
Board of Directors Meeting Minutes

July 18, 2018 / 8:30 AM / Mormon Battalion

Directors Present:
Fred Grand, Jeanne Ferrell, Steve Blassinghame, David Thornton, Patty Ducey-Brooks, Michael Howland, Christine Smith, Ramzi Murad, Linda Acuna, Justine D. Lee, Diane Powers,

Directors Absent:
Chuck Ross

Staff:
Sunny Lee, R. Elisha McLemore

Guests:

Fred Grand, President, called the meeting to order at 8:35 a.m.
Introductions of members and visitors were made.

Non-Agenda Public Comment

Justine D. Lee
Mr. Lee discussed the possibility of a community fund raiser to support the renovations to the Presidio Golf Course.

Board President Fred Grand
Mr. Grand shared that the City Planning Commission is set to approve the Old Town Community Plan at their next meeting on July 26, 2018.
Presentations

Luis Ojeda – City of San Diego, Department of Economic Development

Mr. Ojeda provided the board and guests information on the steps of becoming a Maintenance Assessment District, (M.A.D.) M.A.D. provide services that the City of San Diego does not. The steps to become a M.A.D. are:

1. Form District Boundaries
2. Identify what services are needed (Business Surveys)
3. Put a Price (Budget)
4. Assessment Engineer Report (How Much $ will Each Property will Pay)

Administrative Items
   A. Board Administrative Items and/or non-agenda comment
   B. Request for Agenda revisions (continuances, changes in order, etc.)
   C. Conflict of Interest Declarations on Agenda Items

Approval of Minutes
MOTION: To approve the minutes of June 20, 2018 with corrections included.
M/S/A Patty Ducey-Brooks/David Thornton (#7-18-18-1) - Motion Passed 5 (A) Justine D. Lee, Ramzi Murad, Linda Acuna, Diane Powers

Organization Committee

Accept Financial Reports
Michael Howland, Treasurer, presented financial reports for Nov 17, Jan 18, Feb 18, Mar 18, and Apr 18. He gave an overview of the reports and answered any board member questions.

MOTION: to approve the financial report for the month of November 2017; subject to final audit.
M/S/U: Patty Ducey-Brooks/David Thornton (#7-18-18-2) - Motion Passed 10-0-0 U

MOTION: to approve the financial report for the month of January 2018; subject to final audit.
M/S/U: Patty Ducey-Brooks/Jeannie Ferrell (#7-18-18-3) - Motion Passed 10-0-0 U

MOTION: to approve the financial report for the month of February 2018; subject to final audit.
M/S/U: Ramzi Murad/Justine Lee (#7-18-18-4) - Motion Passed 10-0-0 U

MOTION: to approve the financial report for the month of March 2018; subject to final audit.
M/S/U: Patty Ducey-Brooks/Steve Blassingham (#7-18-18-5) - Motion Passed 10-0-0 U

MOTION: to approve the financial report for the month of April 2018; subject to final audit.
M/S/U: Diane Powers/David Thornton (#7-18-18-6) - Motion Passed 10-0-0 U
**Harney Street Market**
The Chamber's legal counsel was in attendance to alleviate any concerns that the RFP for the new market was done incorrectly. There is no legal impediment keeping the Chamber board from making a decision today. There was discussion that 3 provisions be added before accepting Ron LaChance's proposal to continue being the Harney Street Market Manager:

1. Creation of Market Committee to oversee the market
2. Stricter Financial Controls
3. Annual Check-in on Market Performance

**MOTION:** to accept Ron LaChance's RFP proposal with listed provisions added for a 3 year contract with a 2 year option.
Ramzi Murad/Jeanne Ferrell (#7-18-18-7) - Motion Passed 10-0-0 U

**Promotion Committee**
A&C Show Presentation

**MOTION:** to approve the A&C Show 2018
Ramzi Murad/David Thornton (#7-18-18-8) - Motion Passed 10-0-0 U

**Design Committee**
*T-signs:
There are 2 locations for the future T-signs. One will be at the north end of Old Town; near Hotel Circle. The other location is SD Ave and Congress Street.

**Monument Sign:**
There is a possible new location for monument. Until its eventual relocation, it will be in storage.

Meeting adjourned @10:37 A.M. for closed session meeting following right after.
Next regular Chamber meeting is scheduled for Wednesday July 18, 2018.
Respectfully submitted,

Signed: 

Jeanne Ferrell, Secretary
August 27, 2018

Ms. Sunny Lee, Executive Director
Old Town San Diego Chamber of Commerce
P.O. Box 82686
San Diego, CA 92138

Dear Ms. Lee:

We are pleased to confirm our understanding of the services we are to provide for Old Town San Diego Chamber of Commerce for the year ended June 30, 2018.

We will audit the statements of financial position of Old Town San Diego Chamber of Commerce as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended.

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with U.S. generally accepted auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion is other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas tested. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (a) errors, (b) fraudulent financial reporting, (c) misappropriation of assets, or (d) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also
supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

Mr. Victor Diaz is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We estimate that our fee for these services to be $4,700 for the audit and $800 for preparation of federal and state tax returns for the year ended June 30, 2018. You will also be billed for travel and other out-of-pocket costs such as report production, typing, postage, etc., if applicable, not to exceed $100. Also, if additional work is required in assisting in closing the accounting records, it will be performed (upon approval) at our standard rates. We will issue one invoice at the beginning of our work, payable as explained below. The fee includes additional procedures and related work in order to comply with the provisions of Statement of Auditing Standards 99 (SAS 99) “Consideration of Fraud in a Financial Audit” and reevaluation of your internal control structure and procedures and also regulations regarding audit documentation administered by the California State Board of Accountancy. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. We will require an advance of $2,750 upon commencement of our engagement; the remaining balance will be due upon completion of our engagement. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Guerrero, Jimenez, Diaz & Co., LLP

Response:

The letter correctly sets forth the understanding of Old Town San Diego Chamber of Commerce.

_____________________________  _________________________  _________________
Officer Signature            Title                                   Date
OLD TOWN SAN DIEGO CHAMBER OF COMMERCE

STANDARD PROFESSIONAL SERVICES AGREEMENT
WITH: __________________________

FOR: HARNEY STREET MARKET MANAGER SERVICES - RFP 2018-1

THIS AGREEMENT is made and entered into by and between THE OLD TOWN SAN DIEGO CHAMBER OF COMMERCE, a business improvement district, hereinafter referred to as “Chamber,” and _______________________ , hereinafter referred to as “Contractor.”

1. CONTRACTOR’S SERVICES. Contractor agrees to perform, during the term of this Agreement, the tasks, obligations and services set forth in the “Scope of Service” attached to and incorporated into this Agreement as Exhibit “A.” Performance will be measured as outlined under Section 22 of this Agreement.

2. TERM OF AGREEMENT. The term of this Agreement shall be from the effective date pursuant to Section 28 of this Agreement and shall end upon ________________ .

3. PAYMENT FOR SERVICES. The Chamber shall pay for the services performed by Contractor pursuant to the terms of this Agreement, the compensation set forth in the “Schedule of Compensation” attached to and incorporated into this Agreement as Exhibit “B.”

4. TIME FOR PERFORMANCE. Contractor shall not perform any work under this Agreement until (a) Contractor furnishes proof of insurances as required under Section 7 of this Agreement; and (b) Chamber gives Contractor a written and signed Notice to Proceed.

5. DESIGNATED REPRESENTATIVE(S). _______________________ shall be the designated Contractor Representative, and shall be responsible for job performance, negotiations, contractual matters and coordination with the Chamber. Contractor Representative shall actually perform or provide immediate supervision of Contractor’s performance of, the Scope of Service.

6. HOLD HARMLESS. To the fullest extent permitted by law, Contractor shall indemnify, defend (at Contractor’s sole expense, with legal counsel approved by the Chamber) and hold harmless the Old Town San Diego Chamber of Commerce members of its Board, officers, agents and employees (hereinafter, “Indemnities”), from and against all loss, damage, cost, expense, liability, claims, demands, suits, reasonable attorneys’ fees and judgements arising out of or in any manner related to this Agreement. This indemnification includes, but is not limited to, tort liability to a third person for bodily injury and property damage.
shall have free access at all reasonable times to such records and the right to examine
and audit the same and to make transcripts therefrom, and to inspect all program data,
documents, proceedings and activities, Contractor shall maintain an up-to-date list of key
personnel and telephone numbers for emergency contact after normal business hours.

12. RESERVED.

13. NOTICES. All notices given or required to be given pursuant to this Agreement shall be
in writing and may be given by personal delivery or my mail. Notice sent by mail shall be
addressed as follows:  
To Chamber: Old Town San Diego Chamber of Commerce
Attention: Sunny Lee, Executive Director
2415 San Diego Avenue, Suite 104
San Diego, CA 92110

To Contractor:

14. TAXPAYER IDENTIFICATION NUMBER. Contractor shall provide Chamber with a
complete Request for Taxpayer Identification Number ("TIN") and Certification, Form W-
9, as issued by the Internal Revenue Service.

15. PERMITS AND LICENSES. Contractor, at its sole expense, shall obtain and maintain
during the term of this Agreement, all appropriate permits, licenses and certificates that
may be required in connection with the performance of services under this Agreement
including, but not limited to, a City of San Diego business tax certificate.

16. APPLICABLE LAWS, CODES AND REGULATIONS. Contractor shall perform all work in
accordance with all applicable laws, codes and regulations required by all authorities
having jurisdiction over such work.

17. NON-DISCRIMINATION REQUIREMENTS: During the performance of this Agreement,
Contractor shall not discriminate against any employee or applicant for employment
because of gender, gender identity, gender expression, sexual orientation sex, age,
disability, medical condition, genetic information, marital status, race, color, religion,
ancestry, or national origin. Such affirmative action shall include but not be limited to, the
advertising, layoff or termination, rates of pay or other forms of compensation and
selection for training, including apprenticeship. Contractor shall post in a conspicuous
place available to all employees and applicants for employment all notices setting forth
the provisions of this fair employment practices paragraph.
held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.

28. **EFFECTIVE DATE.** The effective date of this Agreement is the date it is signed on behalf of the Chamber. This Agreement shall remain in full force and effect for five (3) years or until amended or terminated; provided, that the indemnification and hold harmless provision shall survive the termination. The Chamber reserves the option to renew or extend the agreement for up to two (2) additional years.

OLD TOWN SAN DIEGO CHAMBER OF COMMERCE

By: 
Sunny Lee, Executive Director

Date

(CONTRACTOR)

By: 

Date

(CONTRACTOR)
EXHIBIT A

OLD TOWN SAN DIEGO CHAMBER OF COMMERCE

STANDARD PROFESSIONAL SERVICES AGREEMENT
WITH: ____________________________

FOR: HARNEY STREET MARKET MANAGER SERVICES - RFP 2018-1

SCOPE OF SERVICE

General
1. Curate an Artisans Market that provides quality items desired by the Old Town Chamber of Commerce in accordance with all State, County and City of San Diego requirements and regulations.
2. Abide by all Federal, State and local laws, rules and regulations, and all City policies and directions.
3. Keep, update and maintain weekly auditable records of vendors, sales and revenue in an orderly fashion accessible for inspection by the Chamber.
4. Adhere to specific security measures as denoted by the City of San Diego Police Department (SDPD) and the City of San Diego Fire Department (SDFD). Each end of the Market (at San Diego Avenue and Congress Street) must be blocked by barricades such that vehicles cannot enter the Market during operating hours.
5. Follow vendor fee collection practice as outlined by Chamber staff
6. Provide management of the weekly Market operations as required by Chamber, including but not limited to supervision of Market staff (as hired and paid for by Chamber), placement of vendors, collection of fees, interaction and coordination with local and state officials, and preparation of deposit. Contractor responsibilities include but are not limited to reviewing vendor applications, communication with interested and current vendors, providing information and documentation to permitting agencies, maintenance of Market equipment, and ongoing coordination with Chamber and its staff.
7. Deposits will be delivered to the Chamber office each Tuesday between 11:00 a.m. and 2:00 p.m. Deposits will be the full amount of funds earned during Market.
8. Prevent unauthorized vendors and/or local merchants from participation in market without prior specific approval of Chamber’s market administrator.
9. Instruct any persons attempting to film within the Market that the Chamber does not allow filming within the Market. Failure to abide by this instruction should be reported to the SDPD staff on site (if applicable).
10. Reports and Records. Contractor shall prepare and submit a monthly accounting report detailing weekly vendor attendance, sales, fees and any expenses incurred on behalf of the Market. The report shall be delivered to
Originals of all documents prepared by the Chamber, and on behalf of the Chamber, including permit applications and fees paid, shall be maintained by the Chamber and kept on file in the Chamber office.
EXHIBIT B

OLD TOWN SAN DIEGO CHAMBER OF COMMERCE

STANDARD PROFESSIONAL SERVICES AGREEMENT
WITH: _______________________

FOR: HARNEY STREET MARKET MANAGER SERVICES - RFP 2018-1

SCHEDULE OF COMPENSATION

1. **METHOD OF PAYMENT.** Payment for all work performed by Contractor pursuant to the terms of this Agreement shall be made on the basis of the per employee or hourly rates (as requested in Chamber's RFP) set forth in Contractor's proposal.

2. **ADDITIONAL FEES.** Any remaining fees not previously detailed in the above as agreed to by the Chamber.

3. **BILLING.** The fee shall be paid to the Contractor no later than 10 days following acceptance of the Contractor's monthly accounting report for any given monthly period. If Contractor fails to submit the report, timely payment may not be received within the month that the report was submitted.

Contractor shall submit an invoice to the Chamber at the following address:

Old Town San Diego Chamber of Commerce
Attention: Sunny Lee, Executive Director
2415 San Diego Avenue, Suite 104
San Diego, CA 92110

The invoice submitted pursuant to this paragraph shall show the Chamber Agreement Number, the dates on which the services were performed, a description of the services performed, actual out-of-pocket expenses incurred in the performance of the services and such other information as the Chamber may reasonably require.

4. **TIME OF PAYMENT.** Payment to contractor shall be made within ten (10) days following the receipt of the invoice.

5. **MAXIMUM COMPENSATION.** Contractor shall complete all the work and tasks described in Exhibit A for a total amount of compensation that does not exceed 45% of profit of Market which amount includes all out-of-pocket expenses.
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<td><strong>TOTAL</strong></td>
<td><strong>$20,587.25</strong></td>
<td><strong>$18,405.05</strong></td>
<td><strong>$38,992.30</strong></td>
<td><strong>Week Avg</strong></td>
<td><strong>$1,470.52</strong></td>
<td><strong>$1,314.65</strong></td>
<td><strong>$2,785.16</strong></td>
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DATE: October 15, 2018

TO: OLD TOWN CHAMBER OF COMMERCE MEMBERS

FROM: OLD TOWN CHAMER NOMINATING COMMITTEE:
Nominating Committee Chair, Michael Howland, Michael Howland CPA
David Thornton, Old Town Trolley Tours,

RE: OLD TOWN CHAMBER OF COMMERCE 2018-2020 BOARD OF DIRECTORS

Do you want to be part of keeping things going in Old Town?

THEN JOIN THE OLD TOWN CHAMBER BOARD OF DIRECTORS
TO REPRESENT THE BUSINESSES IN OLD TOWN SAN DIEGO

Nominations are now being accepted for 5 DIRECTOR’S SEATS for the 2018-2020 Old Town San Diego Chamber of Commerce Board of Directors. Additionally, the Board of Directors administers the Old Town Business Improvement District (BID) and the Old Town Community Parking District.

Are you an active and enthusiastic member of the Old Town Chamber of Commerce? Do you know someone who is a devoted member of the Chamber and would enjoy contributing more? The Old Town Chamber’s Nominating Committee is seeking nominations for its Board of Directors vacancies for 2018-2020. Directors are elected through a single-slate ballot. The Committee will present a roster of candidates at the October meeting to be placed on the election ballot. The top four candidates elected will serve a three-year term and the next two candidates will serve a two-year term on the Old Town Chamber Board of Directors. If you are interested in a director position, or have a nomination, please contact us at the numbers listed below.

To qualify all you need is . . .

" Current City of San Diego Business Tax Certificate as of September 2018
" Ownership of a business within the Old Town BID boundaries
" Willingness to volunteer approximately eight hours of your time each month
" Desire to help our Old Town community grow and prosper

If you are interested in contributing to the betterment of Old Town business community, register to run today. Call Michael Howland, Chair, Nominating Committee, at (619) 220-8600 or email at michael@mhowland.com, or call the Old Town Chamber office at 619-291-4903 or email at info@oldtownsandiego.org. Please see the Nomination Application for more information.

Deadline for Nominations is October 31, 2018!!!
Nomination application deadline 5:00 p.m. on October 31, 2018

Old Town San Diego Chamber of Commerce
Nomination for Board of Directors

In accordance with the bylaws of the Old Town San Diego Chamber of Commerce, the Board of Directors has called for elections to be conducted by written ballot.
Five candidates will be selected. Each candidate elected will serve a two-year term on the Old Town Chamber Board of Directors.

Mailed: Old Town San Diego Chamber of Commerce
        2415 San Diego Ave., Ste 104
        San Diego, CA 92110
Hand Delivered: Old Town San Diego Chamber of Commerce Office
                2415 San Diego Ave., Ste 104
E-mail: info@oldtownsandiego.org

After receipt of the applications, the nominating committee will compile a list of candidates which will be presented to the Old Town San Diego Chamber of Commerce via email. A written ballot will be mailed to all business members having a valid business tax certificate in the Old Town San Diego Business Improvement District. The five candidates receiving the highest number of affirmative votes shall be presented to the Board of Directors. If you are interested in running for one of the vacancies on the board, please fill out the below application immediately and forward it to the above address by the due date. We look forward to your participation and contribution to the Old Town Chamber of Commerce. Everyone is encouraged to attend the next Old Town San Diego Chamber of Commerce meetings scheduled at 8:30 am on October 17, 2018 at Mormon Battalion Historic Site.

BOARD OF DIRECTORS CANDIDATE APPLICATION

NAME: ____________________________________________

Business Name: ____________________________________________

Business Address: ____________________________________________

Bus. Phone: __________________________ Fax: __________________________ Email: __________________________

Number years business in Old Town? ______ Business Tax Certificate No. __________________________

Briefly describe your background (include service on other boards). Limited to 100 words maximum. (The Old Town San Diego Chamber of Chamber reserves the right to edit submissions)
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
RESOLUTION OF THE BOARD OF DIRECTORS

OF Old Town Chamber of Commerce

(WHEREAS, the County of San Diego Neighborhood Reinvestment Program provides funding for non-profit corporations for certain specified purposes; and

WHEREAS, the Old Town Chamber of Commerce

wants to file an application with County of San Diego for Neighborhood Reinvestment Program funding.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of

Old Town Chamber of Commerce

1. Confirms that Old Town Chamber of Commerce is a non-profit California corporation or a public agency under the laws of the State of California;

2. Approves the filing of an application with the County of San Diego for Neighborhood Reinvestment Program funding during the County’s 2018-2019 fiscal year; and

3. Authorizes the people listed below to sign a grant agreement with the County of San Diego for Neighborhood Reinvestment funds for the 2018-2019 fiscal year.

1. Print Name: Lysundra Lee
   Title: Executive Director

2. Print Name: Fred Grand
   Title: President

3. Print Name: Diane Powers
   Title: Director

Adopted on this day of ,

__________________________
Secretary, Board of Directors
Executive Director Monthly Report
September 2018

Committee Meetings

Design Committee: September 4, 2018
- Gateway update
- Wayfinding update
- Historical Banners update

Promotions Committee: September 6, 2018
- Art and Craft Fair – Cancelled
- Taste + Tequila, November 29, 2018
- Dia de los Muertos, November 1-2, 2018

Organization Committee: September 11, 2018
- Harney Street Market
- Employee Handbook/Employment Paperwork
- Board Retreat
- 250th Commemoration

Additional Meetings

September 10 – Sara Zakaria
September 11 – 250th Commemoration Planning Committee
September 12 – David Thornton, Old Town Trolley Tours
September 12 – Vanessa Bernal, Office of Councilmember Chris Ward
September 12 – Old Town Community Planning Group
September 13 – Paulina Porter-Tapia, City Beat
September 19 – Ryan Aguinaldo, Hacienda Hotel
September 21 – Kelly Wells, Visit San Diego
September 24 – Old Town State Park Press Conference
September 28 – Molly Chase, Elizabeth Studebaker, Vanessa Bernal – City of San Diego

New Projects:

- Create public monthly e-newsletter
- Plan Taste & Tequila
- Facilitate fundraising activities

Ongoing Projects:
- Prepare agendas for committee and board meetings
- Send email communication outlining meeting schedule multiple times each month
- Respond to community and member questions
- Develop and outline social media schedule
- Create a list of funding sources for fundraising activities
- Create sponsorship deck for Old Town Chamber of Commerce
- Create sponsorship deck for 250th Commemoration of San Diego
- Create employee handbook and employment documents for Chamber Staff
- Facilitate MAD Formation Research
- Facilitate communication between legal counsel and Paris Davis
- Plan Dia de los Muertos Procession/Market
- Coordinate Taste & Tequila event

Future Projects:
- Create a Membership Brochure
- Complete Creative Communities Grant Application for Dia de los Muertos

Completed Projects:
- Remove encampment from Harney parking lot
- Neighborhood Reinvestment Grant 2018
- Create a list of media sources for promotions committee
- Neighborhood Reinvestment Grant Application for 2019
- Remove encampment from Harney parking lot