



**Old Town San Diego Chamber of Commerce**  
2415 San Diego Avenue, STE 104, San Diego, CA 92110  
(619) 291-4903

## **Board of Directors**

Wednesday, February 16, 2022 @ 8:30 AM  
Zoom Meeting

### **AGENDA**

- 1. Pledge of Allegiance**
- 2. Call to Order & Introductions**
- 3. 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."*

- 4. Announcements and Community Reports/Updates - 3 Minutes**

- 5. 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

- 6. Approval of Minutes**

Old Town Chamber of Commerce Meeting – January 19, 2021                      Action Item

- 7. Approval of Financial Statements**

July 2021 - December 2021    Action Item

- 8. Committee Reports**

- a. Organization Committee    Action Items
  - i. Board Policy and Procedures Handbook

#### **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.

- ii. Bylaw updates and review
- iii. FY2023 BID Budget
- iv. Executive Director Job Description and Posting

**b. Promotions Committee**

Action Items

- i. Upcoming Events
- ii. Upcoming Promotions Activities

**9. Executive Director Update**

- a. Monthly report - January 2022
- b. Next month budget process and audit

**10. Unfinished business**

**11. New business**

**12. Next Old Town Chamber of Commerce meeting Date**

- a. March 16, 2022 | 8:30 a.m.

Action Item

Location: Zoom

**13. Adjourn**

**FY 2020 OTSD Goals**

- 1. Pursue every opportunity for grant funding**
- 2. Create silent auction baskets promoting Old Town San Diego**
- 3. More participation in State Park events including looking for funding sources**
- 4. Take HOTCF under the wing of the Old Town Chamber of Commerce**
- 5. More emphasis on Safe & Clean initiatives**

**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.



# Old Town San Diego Chamber of Commerce

2415 San Diego Avenue, STE 104, San Diego, CA 92110

(619) 291-4903

## Board of Directors

Wednesday, January 19, 2022 @ 8:30 AM

Zoom Meeting

### Minutes

1. Pledge of Allegiance
2. Called to Order: 8:32 a.m.
3. Present: F. Grand, C. Ross, B. Top, D. Brinks, S. Blasingham, P. Ducey Brooks, E. Bonner, J. Farran, P. Fillet, G. Rios, A. Reuter, L. Acuna, R. Barros, D. Espina
4. 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."*

5. Announcements and Community Reports/Updates - 3 Minutes

6. 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

7. Approval of Minutes

*Motion to approve the minutes of the Old Town Chamber of Commerce Meeting, December 22, 2021 made by J. Farran. Seconded by P. Ducey Brooks. Approved unanimously*

8. Committee Reports

- a. Organization Committee

Action Items

#### **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.

- i. Board Officer Elections
  - 1. **President: Fred Grand**
  - 2. **Vice President: Chuck Ross**
  - 3. **Treasurer: Jason Farran**
  - 4. **Secretary: Linda Acuna**

*Motion to approve the full slate of board officers made by P. Ducey Brooks. Seconded by S. Blasingham. Approved unanimously.*

- ii. Bylaw updates and review
  - 1. Discussion on term limits. Bylaws to be reviewed by Org committee and tabled to next meeting.
- iii. Gateway Sign Update
- iv. Spring Job Fair
  - 1. March 5, 2022
- v. Visitor Center - F. Grand discussed options for a new visitor center.

**b. Promotions Committee Action Items**

- i. Upcoming Events
  - 1. B. Barros gave the calendar of events.
- ii. Upcoming Promotions Activities
  - 1. All members are invited to the next Promotions meeting. Second Thursday of the month at 10AM.

**9. Executive Director Update**

- a. Monthly report - December 2021
- b. Next month budget process and audit

**10. Unfinished business**

**11. New business**

**12. Next Old Town Chamber of Commerce meeting Date**

- a. February 16, 2022 | 8:30 a.m. Action Item

Location: Zoom

**13. Adjourned: 9:48 a.m.**

**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.

### **FY 2020 OTSD Goals**

- 1. Pursue every opportunity for grant funding**
- 2. Create silent auction baskets promoting Old Town San Diego**
- 3. More participation in State Park events including looking for funding sources**
- 4. Take HOTCF under the wing of the Old Town Chamber of Commerce**
- 5. More emphasis on Safe & Clean initiatives**

### **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.

**Old Town San Diego Chamber of Commerce**  
**Balance Sheet**  
As of December 31, 2021

	Dec 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	37.34
Torrey Pines - Checking	64,600.44
Torrey Pines - Money Market	318,960.62
<b>Total Checking/Savings</b>	383,598.40
Accounts Receivable	
Accounts Receivable	15,612.72
<b>Total Accounts Receivable</b>	15,612.72
<b>Other Current Assets</b>	
BID Receivable	1,833.65
Due From Special Events	25.83
SBEP Technical Assistance/Acctg	462.50
<b>Total Other Current Assets</b>	2,321.98
<b>Total Current Assets</b>	401,533.10
<b>Fixed Assets</b>	
Accumulated Depreciation	-3,819.00
Furniture and Equipment	3,819.00
<b>Total Fixed Assets</b>	0.00
<b>Other Assets</b>	
Security Deposits	282.89
<b>Total Other Assets</b>	282.89
<b>TOTAL ASSETS</b>	<b>401,815.99</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Bid Assessments	11,178.00
Grant Advances	2,500.00
PPP Covid Funding	13,682.00
SBEP Management Grant Advance	13,222.19
<b>Total Other Current Liabilities</b>	40,582.19
<b>Total Current Liabilities</b>	40,582.19
<b>Total Liabilities</b>	40,582.19
<b>Equity</b>	
Temp. Restricted Net Assets	327,424.00
Unrestricted Net Assets	3,882.26
Net Income	29,927.54
<b>Total Equity</b>	361,233.80
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>401,815.99</b>

**Old Town San Diego Chamber of Commerce**  
**Profit & Loss Budget YTD & Annual**  
 July through December 2021

	<u>Jul - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>			
<b>Revenue</b>			
Bid Assessments	15,235.96	18,899.00	38,000.00
Bid Carry-Forward	0.00	253.00	253.00
Fundraising	2,255.09	12,192.00	24,380.00
Grants	24,894.00	0.00	0.00
Parking Revenue	0.00	5,004.00	10,000.00
<b>SBEP Revenue</b>			
Management Grant	3,556.81	8,388.00	16,779.00
Tech Assistance	0.00	1,002.00	2,000.00
SBEP Revenue - Other	0.00	1,500.00	3,000.00
<b>Total SBEP Revenue</b>	<u>3,556.81</u>	<u>10,890.00</u>	<u>21,779.00</u>
<b>Special Events Revenue</b>			
Dia de los Muertos	0.00	22,500.00	22,500.00
Harney Street Market	35,111.90	47,502.00	95,000.00
Las Posadas	0.00	2,500.00	2,500.00
Old Town Summer Nights	0.00	7,000.00	7,000.00
Taste + Tequila	0.00	7,000.00	7,000.00
<b>Total Special Events Revenue</b>	<u>35,111.90</u>	<u>86,502.00</u>	<u>134,000.00</u>
<b>Total Revenue</b>	<u>81,053.76</u>	<u>133,740.00</u>	<u>228,412.00</u>
<b>Total Income</b>	81,053.76	133,740.00	228,412.00
<b>Expense</b>			
<b>I - Personnel &amp; Organization</b>			
<b>Occupancy Expense</b>			
Copier	0.00	1,380.00	2,760.00
Rent	1,452.54	15,000.00	30,000.00
Telephone	298.07		
Utilities	0.00	1,560.00	3,120.00
<b>Total Occupancy Expense</b>	<u>1,750.61</u>	<u>17,940.00</u>	<u>35,880.00</u>
<b>Operations</b>			
Accounting	0.00	4,200.00	8,400.00
Annual Report	0.00	378.00	750.00
Auto/Travel Expense	1.25		
Awards	0.00	354.00	700.00
Bank Fees, Finance Chg & Taxes	230.00	174.00	340.00
Computer Hardware/Software	108.00	0.00	0.00
Dues & Subscriptions	575.00	528.00	1,050.00
Election Expenses	0.00	1,254.00	2,500.00
General Insurance	4,743.68	3,006.00	6,000.00
Meetings	89.94	0.00	0.00
Office Supplies	0.00	498.00	1,000.00
Postage	0.00	150.00	300.00
Professional Services	2,280.50	3,750.00	7,500.00
Website	0.00	3,504.00	7,000.00
<b>Total Operations</b>	<u>8,028.37</u>	<u>17,796.00</u>	<u>35,540.00</u>
<b>Staffing</b>			

**Old Town San Diego Chamber of Commerce**  
**Profit & Loss Budget YTD & Annual**  
 July through December 2021

	<u>Jul - Dec 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Executive Director	13,002.50	24,078.00	48,138.00
Payroll Expenses	1,100.60	0.00	0.00
Payroll Taxes	1,147.07	3,582.00	7,154.00
Workers Comp Insurance	280.40	354.00	700.00
<b>Total Staffing</b>	<u>15,530.57</u>	<u>28,014.00</u>	<u>55,992.00</u>
<b>Total I - Personnel &amp; Organization</b>	25,309.55	63,750.00	127,412.00
<b>II - Events</b>			
<b>Events/Projects</b>			
Dia de los Muertos	8,922.54	20,000.00	27,500.00
Harney Street Market	12,280.48	21,504.00	43,000.00
Las Posadas	2,586.38	2,500.00	2,500.00
Summer Nights	0.00	750.00	1,500.00
<b>Total Events/Projects</b>	<u>23,789.40</u>	<u>44,754.00</u>	<u>74,500.00</u>
<b>Total II - Events</b>	23,789.40	44,754.00	74,500.00
<b>III - Design Programs</b>			
Banner Program	0.00	2,904.00	5,800.00
Street Maintenance	0.00	3,504.00	7,000.00
<b>Total III - Design Programs</b>	<u>0.00</u>	<u>6,408.00</u>	<u>12,800.00</u>
<b>IV - Promotion Programs</b>			
Event Promotion	-500.00	252.00	500.00
Print/Web Advertising	379.67	3,756.00	7,500.00
Radio/TV	0.00	600.00	1,200.00
<b>Total IV - Promotion Programs</b>	<u>-120.33</u>	<u>4,608.00</u>	<u>9,200.00</u>
<b>Special Projects</b>	250.00		
<b>V - Community Parking Dist</b>			
Cleaning	0.00	1,500.00	3,000.00
Gardening & Landscaping	0.00	750.00	1,500.00
Insurance	647.00		
Parking Utilities	194.86		
Utilities	1,055.74		
<b>Total V - Community Parking Dist</b>	<u>1,897.60</u>	<u>2,250.00</u>	<u>4,500.00</u>
<b>Total Expense</b>	<u>51,126.22</u>	<u>121,770.00</u>	<u>228,412.00</u>
<b>Net Income</b>	<u><u>29,927.54</u></u>	<u><u>11,970.00</u></u>	<u><u>0.00</u></u>



**Old Town San Diego Chamber of Commerce**  
**Profit & Loss by Class**  
 July through December 2021

	<u>BID</u>	<u>Chamber</u>	<u>SBEP</u>	<u>TOTAL</u>
<b>Income</b>				
<b>Revenue</b>				
Bid Assessments	15,235.96	0.00	0.00	15,235.96
Fundraising	0.00	2,255.09	0.00	2,255.09
Grants	0.00	24,894.00	0.00	24,894.00
<b>SBEP Revenue</b>				
Management Grant	0.00	0.00	3,556.81	3,556.81
<b>Total SBEP Revenue</b>	0.00	0.00	3,556.81	3,556.81
<b>Special Events Revenue</b>				
Harney Street Market	0.00	35,111.90	0.00	35,111.90
<b>Total Special Events Revenue</b>	0.00	35,111.90	0.00	35,111.90
<b>Total Revenue</b>	15,235.96	62,260.99	3,556.81	81,053.76
<b>Total Income</b>	15,235.96	62,260.99	3,556.81	81,053.76
<b>Expense</b>				
<b>I - Personnel &amp; Organization</b>				
<b>Occupancy Expense</b>				
Rent	970.22	482.32	0.00	1,452.54
Telephone	0.00	298.07	0.00	298.07
<b>Total Occupancy Expense</b>	970.22	780.39	0.00	1,750.61
<b>Operations</b>				
Auto/Travel Expense	0.00	1.25	0.00	1.25
Bank Fees, Finance Chg & Taxes	0.00	230.00	0.00	230.00
Computer Hardware/Software	0.00	108.00	0.00	108.00
Dues & Subscriptions	0.00	575.00	0.00	575.00
General Insurance	4,360.92	382.76	0.00	4,743.68
Meetings	44.97	44.97	0.00	89.94
Professional Services	0.00	2,280.50	0.00	2,280.50
<b>Total Operations</b>	4,405.89	3,622.48	0.00	8,028.37
<b>Staffing</b>				
Executive Director	7,879.41	2,270.16	2,852.93	13,002.50
Payroll Expenses	86.01	536.60	477.99	1,100.60
Payroll Taxes	641.62	279.56	225.89	1,147.07
Workers Comp Insurance	112.16	168.24	0.00	280.40
<b>Total Staffing</b>	8,719.20	3,254.56	3,556.81	15,530.57
<b>Total I - Personnel &amp; Organization</b>	14,095.31	7,657.43	3,556.81	25,309.55
<b>II - Events</b>				
<b>Events/Projects</b>				
Dia de los Muertos	566.12	8,356.42	0.00	8,922.54
Harney Street Market	0.00	12,280.48	0.00	12,280.48
Las Posadas	0.00	2,586.38	0.00	2,586.38
<b>Total Events/Projects</b>	566.12	23,223.28	0.00	23,789.40
<b>Total II - Events</b>	566.12	23,223.28	0.00	23,789.40
<b>IV - Promotion Programs</b>				
Event Promotion	0.00	-500.00	0.00	-500.00
Print/Web Advertising	379.67	0.00	0.00	379.67
<b>Total IV - Promotion Programs</b>	379.67	-500.00	0.00	-120.33
<b>Special Projects</b>	0.00	250.00	0.00	250.00
<b>V - Community Parking Dist</b>				
Insurance	0.00	647.00	0.00	647.00
Parking Utilities	194.86	0.00	0.00	194.86
Utilities	0.00	1,055.74	0.00	1,055.74
<b>Total V - Community Parking Dist</b>	194.86	1,702.74	0.00	1,897.60
<b>Total Expense</b>	15,235.96	32,333.45	3,556.81	51,126.22
<b>Net Income</b>	<u>0.00</u>	<u>29,927.54</u>	<u>0.00</u>	<u>29,927.54</u>

# **Old Town San Diego Chamber of Commerce Policies & Procedures:**



## ***An Operational Guide for The Staff and Board of Directors***

**To be reviewed by the Board of Directors  
February 2022**

## **Board Member Policies & Procedures**

The Old Town San Diego Chamber of Commerce, commonly known as “Old Town Chamber” is a non-profit organization that relies heavily on the volunteer-members and is governed by a volunteer Board of Directors. As a member of the Board of Directors for the Old Town Chamber, there are certain expectations of time and resources that are required and requested of you. These expectations and responsibilities are enumerated throughout this document along with some vital information about the history, policies and procedures of the organization.

You will also find in this document, copies of the Board of Directors Roster, Articles of Incorporation, By- Laws and the Internal Revenue Service Letter of Determination for the status of a tax-exempt nonprofit corporation. These items are important to the Old Town Chamber doing business as a nonprofit corporation in addition to being excellent informational and reference items for each of the Board of Directors as you serve out your term of office.

### **Prelude**

This manual is designed to acquaint each board member with the policies and procedures of the Old Town Chamber. Although we have made every attempt to provide you with general policy guidelines, no policy manual can anticipate every circumstance or question about a policy.

While every attempt has been made to comply with all state and federal laws, this is not an all-inclusive document given that new regulatory procedures are enacted on a continuous basis; therefore, the organization reserves the right to revise, supplement, or rescind any policies or portion of the manual from time to time as it deems appropriate, at its sole and absolute discretion. Accordingly, we will make every attempt to notify you of, and provide you with information about, working conditions, changes to state statutes and policies affecting the operations of the organization.

This manual is not a contract and is not intended to create any contractual or legal obligations. You should read, understand and comply with all provisions of the manual. It is our objective to provide a work environment that is conducive to both personal and professional growth

## Table of Contents

<b>Mission Statement</b>	page 4
<b>Brief History</b>	page 4
<b>Committee Structure</b>	page 4
<b>Code of Professional Conduct</b>	page 5
<b>Statement of Values</b>	page 5
<b>Board Member Responsibilities and Expectations</b>	page 7
<b>Old Town Chamber's Policies</b>	
1. <u><i>Non-Discrimination Policy</i></u>	page 8
2. <u><i>Inclusivity &amp; Equal Employment Opportunity Policy</i></u>	page 10
3. <u><i>Media/ Public Announcements Policy</i></u>	page 11
4. <u><i>Privacy Policy Disclosure</i></u>	page 11
5. <u><i>Conflict of Interest Policy</i></u>	page 12
6. <u><i>Whistleblower Policy</i></u>	page 13
7. <u><i>Grievance Process</i></u>	page 14
<b>Policies &amp; Procedures Acceptance</b>	page 16
<b>Web Links to other Organizational Documents</b>	
• <a href="#">Articles of Incorporation</a>	
• <a href="#">By-Laws</a>	
• <a href="#">Board of Directors Roster – FY2022</a>	
• <a href="#">IRS Determination Letter - 501(c)6</a>	

## **Old Town Chamber's Mission:**

***“Develop and promote commercial opportunities for our businesses while enhancing a positive experience for the entire Old Town community.”***

### **Brief History**

The Old Town San Diego Chamber of Commerce, commonly known as Old Town Chamber, is a 501(c)6 Non-Profit Corporation. The organization serves as a small business advocacy organization meeting the needs of the business owners and commercial property owners in our district. The Old Town San Diego Chamber of Commerce includes over 422 members governed by 12 volunteer Board of Director members (elected by the general membership) including 1 part-time employee. The Old Town Chamber of Commerce is a member of the San Diego Business Improvement District. The Old Town Chamber manages the Old Town Business Improvement District and Old Town Parking District.

The Old Town San Diego community is the Birthplace of California and of the City of San Diego. The community is 230 acres in size and is located south of Interstate 8 and Mission Valley, east of Interstate 5 and the Midway-Pacific Highway community, and west of the Mission Hills neighborhood of the Uptown community.

### **Committee Structure**

#### **Executive Committee**

The Old Town Chamber Board of Directors meets every 3<sup>rd</sup> Wednesday of each month at 8:30 am at the Mormon Battalion Historic Site. The Executive Committee is made up of the officers of the Board of Directors for the Old Town Area (President, Vice President, Secretary and Treasurer). This committee provides guidance for staff and the Board of Directors in all areas of operations. Their expertise serves to ensure that the organization operates within the guidelines of compliance for all contracts, grants and the organizational By-Laws. This oversight includes financial review, staff development, internal processes and board development.

#### **Organization Committee**

The Organization Committee is composed of the officers of the Board of Directors and oversees the daily functions of the Old Town San Diego Chamber of Commerce. The Old Town San Diego Chamber of Commerce is the management corporation that administers the Old Town Business Improvement District and the Old Town Community Parking District. The Old Town Chamber oversees the maintenance of the City parking lot located between Twiggs and Harney Street.

#### **Promotions Committee**

The Promotions Committee engages in promotional activities to gain exposure for Old Town as a whole. This is conducted through large scale promotional events and advertisement placing using various outlets. Below is a snapshot of the 2019 Promotions Committee programs.

#### **Design Committee**

The Design Committee focuses on projects that reside within the community. This includes the banner program, entryway, wayfinder and gateway signs.

### **Clean And Safe Committee**

The committee's goal is to work with the Old Town businesses and community to help enhance Old Town Clean and Safe's initiatives.

### **Old Town Community Parking District**

The Old Town Community Parking District is managed by the Old Town Chamber of Commerce. In order to keep parking free, the Chamber of Commerce has an agreement with the City to have direct control and maintain the City parking lot located between Juan Street, Twiggs Street and Harney Street.

**All business members in good standing are eligible and encouraged to serve on a committee.**

### **Code of Professional Conduct**

The Old Town Chamber's Code of Professional Conduct requires that all who represent the organization including Board Members, staff, independent contractors and agents will follow these guidelines when acting on the Old Town Chamber's behalf:

- Behave in a manner consistent with the values, integrity and good reputation of the organization
- Treat everyone with respect and courtesy
- Behave and conduct themselves in a professional business manner
- Behave honestly, openly and with integrity at all times
- Act with care and diligence in the course of performing their scope of responsibility
- Maintain appropriate confidentiality concerning any organizational information that may be deemed sensitive
- Bring any/all concerns, issues, questions or situations to the appropriate person(s). If a grievance is filed, follow the grievance process as set forth by the current policies and procedures.
- Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with any activities within the organization.
- Avoid providing false or misleading information in response to a request for information

The Old Town Chambers will not tolerate:

- Any conduct that may be deemed harassing or intimidating, hostile, verbally offensive or disruptive
- Any conduct that undermines the core values, goals or mission of the organization
- Any conduct considered blatant insubordination
- Any conduct that may be considered improper use of one's role, duties, status or authority, in order to gain, or seek to gain, a benefit or advantage for yourself or for another person.

Failure to adhere to these core people principles will result in immediate and appropriate action.

### **Statement of Values**

The Old Town Chamber's Board of Directors exists as a representative body of all businesses within the Old Town Chamber. The organization's Statement of Values will serve as a framework to guide the decisions, activities and behaviors of staff and board members of the organization. These standards are to be adhered to by all individuals at all times, to ensure that a demeanor emphasizing the

organization's commitment to professionalism, respect and excellence are demonstrated in all situations.

**We Value: Commitment to Excellence**

The Old Town Chamber is committed to excellence in all we do. The organization has a tradition of leadership and respect. We place excellence among our priorities. All decisions and activities are done openly and honestly with a focus on accomplishment. To this end, we must work collaboratively to achieve our common goals. We will empower each person within the organization by promoting personal responsibility and accountability along with creative thinking, innovation and informed risk-taking in all our activities. We consistently aspire to carry out our responsibilities to the best of our abilities with a goal of achieving excellence in all duties.

**We Value: Commitment to Being Customer-Centric**

The Old Town Chamber's Board of Directors must maintain its focus of representing fairly and equitably all businesses within the Old Town Chamber. The membership has elected the Board of Directors for this purpose.

The Board of Directors and staff are the leaders of the business community. We must demonstrate the value of all we do to those we represent. We have a role of leadership in the Old Town Chamber as well as the San Diego business community. Our actions must exhibit the goals of meeting member expectations, being proactive and flexible, being mindful of the many, sometimes contradictory, demands and expectations of our different business partners and engaging in open, fair and honest business practices.

**We Value: Diversity & Inclusion**

The Old Town Chamber's Board of Directors requires diversity & inclusion to accomplish our mission. Equity is a guiding principle that allows us to build an organization that identifies, plans and accomplishes innovative initiatives. This gives us the freedom to address our initiatives with the broadest perspective.

**We Value: Commitment to Treating Others with Respect, Trust and Dignity**

The Old Town Chamber's Board of Directors operates in a respectful manner toward each other and the staff characterized by honest, direct and open communication. The Board of Directors and staff must act with integrity and foster trust, honor diversity, individuality and personal and professional differences. The organization is committed to conducting its business with the highest professional and ethical standards.

**We Value: Commitment to Growth and Well-Being**

The Old Town Chamber is committed to maintaining an atmosphere of continuous learning. We foster an entrepreneurial spirit, positive attitude and team-oriented atmosphere. This commitment will enable us to achieve remarkable results in all we do by maintaining an organization of which we can be proud and where we can enjoy the work to carry out our mission.

## **Board Member Responsibilities and Expectations**

### **Duties and Responsibilities**

- Programming* Actively participate in the development of overall goals and objectives for the Old Town Chamber. Review, approve and evaluate the programs and policies of the organization. Become familiar with the needs and issues concerning our members.
- Policy-setting* Review, approve and evaluate systems and policies for routine functioning of the organization and special activities undertaken in the name of the organization by Board, committees, staff and volunteers.
- Fiscal Management* With all other board members: Fiscally and legally responsible for the organization. Plan, review and approve the annual budget and strategic plan. Continually evaluate and approve all fiscal policies.
- Fundraising* With all other board members: Responsible for ensuring funds exist or are raised to support the projects and programs of the organization.
- Personnel* With all other board members: Responsible for hiring, supporting and evaluating the Executive Director.
- Public Relations* Aid in the growth of the organization's volunteer and community support. Ensure a positive approach to all activities and defend the excellent reputation of the organization.

### **Time Commitment**

All Old Town Chamber's board members are expected to attend all monthly board meetings, actively serve on at least one monthly committee, attend any board retreats or seminars as scheduled and actively support the fundraising events. One should expect to contribute each month for board activities including board meetings, training, committee assignments and major events.

Board meeting absences must be excused in advance of the meeting. Excessive or unexcused absences will result in review and recommendation, which may result in the Board Member's removal from office or appointed position in accordance with the Old Town Chamber's By-Laws. For excused absences, members must contact the Executive Director, or other officer of the organization.

### **Qualifications**

Eligibility is described in the Old Town Chamber's By-Laws (Article 5, Section 1.a.) as follows; "Directors must be the designated representative of a business operated in the Old Town area or a property within the Old Town District, which has a current and fully paid City of San Diego Business Tax Certificate, a fully paid County of San Diego Property Tax Certificate<sup>12</sup> or has paid an amount equivalent to Business Improvement District fees to the corporation, under rules established by written policy of the directors". Additional qualifications include being supportive of the organization's projects and programs, knowledgeable about the mission and goals of the organization and have the time necessary to actively participate as a board member.

### **New Board Member Orientation**

Upon acceptance as a full voting member of the Board, new board members will be required to attend an orientation under direction of staff and an Executive Committee representative. This session will



include the presentation of background information on programs and operations, overall policies of the Old Town Chamber, and the duties and responsibilities of board members.

### **Term of Office**

Each term of service as an Old Town Chamber board member is two years. There are no limits to the number of terms a Director may serve at the pleasure of the organization.

### **Old Town Chamber Non-discrimination Policies**

Old Town Chamber does not discriminate on the basis of race, color, religion, sex, gender identity and gender expression, sexual orientation, national origin, age, disability, veteran status or marital status. The Old Town Chamber makes every effort to comply with all federal legislation and civil rights laws of the State of California.

Accordingly, equal opportunity for employment and participation in the Old Town Chamber benefits and services shall be extended to all eligible persons, and the Old Town Chamber shall promote equal opportunity and treatment through a positive and continuing Equal Opportunity Policy.

Unlawful discrimination by age, disability, gender, marital status, national origin, color, race, religion, sexual orientation or veteran status shall not exist in any area, activity or operation of the Old Town Chamber

The Old Town Chamber does not tolerate and prohibits discrimination, harassment or retaliation of or against any Board Members, Member Businesses, job applicants, contractors, interns, volunteers or employees, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, age, sex or gender (including pregnancy, childbirth and related medical conditions), sexual orientation, gender identity or gender expression (including transgender status), national origin, ancestry, marital status, protected medical condition as defined by state law (including cancer or genetic characteristics), physical or mental disability, military and veteran status, genetic information or any other characteristic protected by applicable federal, state or local laws and ordinances.

The Old Town Chamber is committed to a culture and workplace free of discrimination, harassment and retaliation. Our management team is dedicated to ensuring the fulfillment of this policy as it applies to all terms and conditions of volunteer service and employment, including recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, organizational activities and general treatment during employment or volunteer service. The Old Town Chamber makes every effort to comply with all federal legislation and civil rights laws of the State of California.

### **Discrimination Defined**

Discrimination under this policy means treating differently, denying, or granting any benefits to an individual because of the individual's protected characteristic.

### **Harassment Defined**

Harassment is defined in this policy as unwelcome verbal, visual or physical conduct creating an intimidating, offensive or hostile environment that interferes with organizational activities or work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays or emails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion toward an individual because of any protected characteristic.

Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, all persons who act in an agency role for the organization (Board Members, Member Businesses, employees, volunteers, contractors, etc.) are expected to behave at all times in a manner consistent with the intended purpose of this policy.

### **Sexual Harassment Defined**

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to, unwelcome or unwanted conduct which is either of a sexual nature or which is directed at an individual because of that individual's sex when:

- submission to that conduct or to those advances or requests is made either explicitly or implicitly a term or condition of an individual's involvement, participation or employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for involvement, participation or employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's volunteer service or work performance or creating an intimidating, hostile or offensive environment.

### **Retaliation Defined**

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to: shunning and avoiding an individual who reports harassment, discrimination or retaliation; express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; and any organizational benefits because a Board Member, Member Business, volunteer, applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process described below.

**All discrimination, harassment and retaliation is unacceptable in the Old Town San Diego Chamber of Commerce and Business Improvement District and in any organizational-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third party.**

### **Reporting Procedures**

The following steps are in place to ensure the organizational environment is respectful, professional and free of discrimination, harassment and retaliation. If any person believes someone has violated this policy or the Equal Employment Opportunity Policy, the person should promptly bring the matter to the immediate attention of the Executive Director or the Executive Committee. (Phone numbers are available through the Organization directory.) If this individual is the person toward whom the complaint is directed, the employee should contact any higher-level manager in the reporting chain.

If the person makes a complaint under this policy and has not received a satisfactory response within five (5) business days, the Executive Director or Board President should be contacted immediately.

(Phone numbers are available through the Organization directory.) Any person who learns of any concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to the Executive Director or Board President.

### **Investigation Procedures**

Upon receiving a complaint, the organization will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of any organizational policy. To the extent possible, the organization will endeavor to keep the reporting person's concerns confidential. However, complete confidentiality may not be possible in all circumstances.

During the investigation, the organization generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, the organization shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. The organization will inform the complainant and the accused of the results of the investigation. The organization will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if the organization determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension or immediate termination. Anyone, regardless of position or title, whom the organization determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination. In addition to being a violation of this policy, harassment, discrimination or retaliation also can be against the law. Any person representing the organization in any capacity who engages in conduct that rises to the level of a violation of law can be held personally liable for such conduct. Remember, the organization cannot remedy the claim.

### **Inclusivity & Equal Employment Opportunity Policy**

In recognition of the Old Town Chamber responsibility to conduct its personnel policies, practices, procedures and programs in a bias-free manner, It is hereby reaffirmed that the policy of the organization is to recruit, employ, renew, retain and promote on the basis of ability, potential, and valid qualifications without regard to race, color, religion, sex, gender identity and gender expression, sexual orientation, national origin, age, disability, veteran status or marital status. Furthermore, the Old Town Chamber shall not discriminate against any disabled applicant in regard to any position for which the applicant is otherwise qualified. Consistent with this declaration, the Old Town Chamber will continue to be responsive to the Equal Employment Opportunity and Affirmative Action guidelines established under all related federal, state and local statutes and regulations in carrying out this policy. In this regard, the organization will continue to strive to eliminate impermissible discrimination in all its forms, intentional or inadvertent, with respect to all personnel decisions, procedures, and actions, including compensation, benefits, layoffs and returns from layoff.

This policy of Inclusivity & Equal Employment Opportunity applies equally to all job or volunteer categories and all levels of appointments. The Old Town Chamber does not discriminate against any Board Member, employee, volunteer, contractor or applicant for employment because of his or her physical or mental disability, as state and federal law define those terms. The Old Town Chamber has a policy of employing, advancing in employment, and otherwise treating qualified individuals with disabilities without discrimination based on their physical or mental disabilities in all Old Town Chamber

employment practices. It is the Old Town Chambers belief that all employment decisions should be based on valid job requirements.

### **Media/ Public Announcements Policy**

All public announcements, press releases and media contact by the Old Town Chamber must be done through staff or in close cooperation and guidance of staff. The Old Town Chamber staff is responsible for all media contacts that concern the organization. It is important that the public image and message of the Old Town Chamber is a positive and consistent message which supports and ensures the success of all projects, programs, events and other activities.

Board members are, from time to time, contacted by the media for comment on Old Town Chamber related issues, and it is imperative that all publicity of the organization be kept positive, non-discriminatory, and supportive of the Old Town Area business community. For this reason, any Board Member should, at every possible opportunity, defer any public comment to the staff.

### **Privacy Policy Disclosure**

The Old Town Chamber receives, in the normal operations of our business, information about its members, customers and suppliers which may be deemed private and confidential. The organization takes our obligation seriously to keep your information confidential. The Old Town Chamber will not sell or otherwise release member information to third parties for marketing purposes.

Information about you comes to the organization through the City of San Diego, applications or other forms, through your transactions with us, our affiliates and others. As a member, customer or supplier you expect this information to be protected. We honor this expectation with a privacy policy that provides this protection.

We will protect your information. If we use others to help deliver our services to you, we use strict confidentiality agreements. We maintain physical, electronic and procedural safeguards that comply with federal standards to protect all member information. We restrict access to your information to those employees, Board of Directors, and members who need to know that information to provide products or services to you and we protect your information in the same way even if you cease being a member.

On our website ([oldtownsandiego.org](http://oldtownsandiego.org)) we obtain information from visitors only through the use of our member initiated forms and e-mail. We do not gather data generated from "cookies" (a method for websites to recognize whether you have visited the site before) for any marketing purposes. Information is collected only when required to provide a service requested by the visitor.

We hope you can see how much we care about protecting your privacy. Any changes made to this policy in the future will be highlighted for you. If you have any questions regarding the use of your information, please contact the organization.

## **Conflict of Interest Policy**

The purpose of the conflict of interest policy is to protect the Old Town Chamber and its tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace or supersede the Old Town Chamber By-Laws or any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article 5, Sections 5 & 6 state:

### **“SECTION 5. COMPENSATION**

**Directors shall serve without compensation except that they shall be allowed and paid their actual and necessary expenses incurred in attending Directors meetings, only after adoption of a written Board policy concerning this provision. In addition, they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties as specified in Section 3 of this Article. Directors may not be compensated for rendering services to the corporation in any capacity other than director unless such other compensation is reasonable and is allowable under the provisions of Section 6 of this Article.**

### **SECTION 6. RESTRICTION REGARDING INTERESTED DIRECTORS**

**Notwithstanding any other provision of these Bylaws, not more than forty-nine percent (49%) of the persons serving on the board may be interested persons. For purposes of this Section, "interested persons" means either:**

- A) Any person currently being compensated by the corporation for services rendered it within the previous twelve (12) months, whether as a full- or part-time officer or other employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; or**
- B) Any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person”.**

To expand on the By-laws, the Old Town Chamber has developed a policy and process to eliminate the potential for any conflict of interest.

### **Duty to Disclose a Potential Conflict**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors to consider the proposed transaction or arrangement. **Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board of Directors meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### **Procedures for Addressing the Conflict of Interest**

An interested person may make a presentation at the Board of Directors meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

The President of the Board of Directors shall, if appropriate, appoint a disinterested person or

committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the Board of Directors shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### **Violations of the Conflicts of Interest Policy**

If the Board of Directors has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Directors determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Annual Statements**

Each director, principal officer and member of a committee with governing board-delegated powers shall annually sign a statement which affirms such person has received a copy of the conflicts of interest policy, has read and understands the policy, has agreed to comply with the policy, and understands the organization is charitable and, in order to maintain its federal tax exemption, must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### **Periodic Reviews**

To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. When conducting the periodic reviews, the organization may use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

### **Whistleblower Policy**

Old Town San Diego Chamber of Commerce and BID encourages its Board Members, employees, volunteers and contractors to report improper activities in the workplace and will protect employees from retaliation for making any such report in good faith.

### **Rights**

All employees, Board Members or representatives of the organization have the right to report, without suffering retaliation, any activity by Old Town San Diego Chamber of Commerce and BID or any of our representatives that the representative reasonably believes: 1) violates any state or federal law; 2) violates or amounts to noncompliance with a state or federal rule or regulation; or 3) violates fiduciary responsibilities by a nonprofit corporation. In addition, representative can refuse

to participate in an activity that would result in a violation of state or federal statutes, or a violation or noncompliance with a state or federal rule or regulation

Representatives of the organization are also protected from retaliation for having exercised any of these rights in any former employment.

The whistleblower protection laws do not entitle representatives to violate a confidential privilege of Old Town San Diego Chamber of Commerce and BID (such as the attorney-client privilege) or improperly disclose trade-secret information.

### **Where to Report**

All representatives of the organization have the duty to comply with all applicable laws and to assist Old Town San Diego Chamber of Commerce and BID to ensure legal compliance. Any representative who suspects a problem with legal compliance is required to report the situation(s) to the Executive Director, or Board President if the complaint involves the Executive Director.

Representatives may also report information regarding possible unlawful activity to an appropriate government or law enforcement agency.

### **Protection from Retaliation**

It is the intent of this policy to encourage all representatives of the organization to report fraudulent or illegal activities and there shall be no retaliation for any reports made pursuant to this policy. Any representative who believes they have been retaliated against for whistle blowing may file a complaint with either the Executive Director or the Chair of the Board of Directors. Any complaint of retaliation will be promptly investigated and remedial action will be taken when warranted. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the ordinary course of business based on valid performance-related factors.

### **Grievance Process**

Every employee, independent contractor and/or board member that has a work-related grievance shall have the opportunity to present their grievance in accordance with these procedures, free from restraint and reprisal.

The following issues are not considered to be work-related complaints under this process: wages and salaries, classification actions, reduction in force, termination from employment or the Board, reassignment of job duties and responsibilities, and reorganization that does not result in loss of pay.

Neither the grievant, nor the person against whom the grievance is directed, may be represented at any stage of this grievance process by an attorney or any other type of representation.

To address the sensitive nature of situations involving allegations of sexual harassment and to assure the speedy and confidential resolution of these issues, the Old Town Chamber has established a separate process for such issues in addition to this grievance process.

### **Grievance Resolution Procedures**

These procedures suggest that the parties involved will make every attempt to have the differences resolved through other means. This process further suggests that the parties involved have made every full-faith effort to openly and honestly discuss the grievance on their own under the accepted code of conduct and values of the organization.

**Step I: Informal Process**

Discussion between the parties involved to address their concerns in an open, honest and professional manner adhering to the organization's values and code of conduct:

- A. Any representative of the Old Town Chamber with a work-related grievance shall initially attempt to informally resolve their issue(s) with the individual whom they have the problem with.
- B. The individual shall present the grievance verbally to the individual in question within two days of the event prompting the grievance. One, or both, party(s) should propose a resolution to the problem within two (2) days of the discussion or as soon thereafter as is practical.

**Step II: Request for Review**

If the grievance is not resolved at Step I, either party may file a written request for grievance review with the Executive Committee:

- A. Any written request for review of a grievance should document the issue(s), the names of any other individuals that might possess knowledge of the situation and a proposed resolution. This will be submitted to the President for review by the Old Town Chamber's Executive Committee.
- B. Upon receipt of the written complaint, the Old Town Chamber's President will submit a copy of the complaint to the opposing party within 48 hours. Accordingly, the opposing party will have three (3) days to submit a written response to the Executive Committee

**Step III: Formal Review**

Upon receipt of the grievance and response, the Executive Committee will conduct its formal review process.

The Executive Committee will gather all appropriate information in an effort to resolve the grievance including conducting interviews of additional persons with information or documents to support an amicable resolution. A resolution meeting will be scheduled by the Executive Committee with the parties presenting and responding to the grievance.

Within 10 days of reviewing both the complaint and the written response, and gathering any additional appropriate information, the grievance shall be heard by at least three (3) members of the Executive Committee to meet and discuss the issue(s) and make a final determination in the matter.

**Step IV: Resolution**

- A. The President, or other representative of the Executive Committee, will meet with both parties within 48 hours of their meeting to inform them of the final determination.
- B. A written report detailing the final determination will be available to both parties within five (5) days.
- C. All parties must respect the final decision of the Executive Committee and agree to adhere to all conditions spelled out in the written document





## **Old Town San Diego Chamber of Commerce and BID Policies & Procedures Acceptance**

Contained within the Old Town San Diego Chamber of Commerce (a.k.a. Old Town Chamber) Policies and Procedures Manual are the following policies and procedures:

1. Code of Professional Conduct
2. Statement of Values
3. Board Member Responsibilities
4. Non-Discrimination Policy
5. Inclusivity & Equal Employment Opportunity Policy
6. Media/ Public Announcements Policy
7. Privacy Policy Disclosure
8. Conflict of Interest Policy
9. Whistleblower Policy
10. Grievance Process

By my signature below, I acknowledge that I have received a copy of the Old Town Chamber Policies and Procedures Manual. I have read and understand the policies and procedures of the Old Town Chamber as included in the Policies and Procedures Manual. I further understand that I am responsible for following the procedures and upholding these principles as a member of the Board of Directors.

---

*Board Member Printed Name*

---

*Board Member Signature*

---

*Date*



**FY2023 Old Town San Diego Chamber of Commerce/BID**

	BID	Chamber	NRP	CEP	CPPS	CPD	CCSD	SDTMD	SBEP	Total
<b>Income</b>										
<b>40010 · SPECIAL EVENTS INCOME</b>										
Saturday Market		\$ 95,000.00								\$ 95,000.00
Taste + Tequila - October		\$ 7,000.00								\$ 7,000.00
Fiesta Cinco de Mayo - May		\$ -								\$ -
Lucha Libre Festival - September Beer Festival		\$ 51,590.00		\$ 2,500.00				\$ 25,710.00		\$ 79,800.00
Las Posadas - Dec							\$ 2,500.00			\$ 2,500.00
Summer Nights AUG-OCT		\$ 7,000.00								\$ 7,000.00
Dia de los Muertos - NOV		\$ 10,000.00		\$ 2,500.00			\$ 10,000.00			\$ 22,500.00
<b>Total · SPECIAL EVENTS INCOME</b>	\$ -	\$ 170,590.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 12,500.00	\$ 25,710.00	\$ -	\$ 213,800.00
										\$ -
<b>BID ASSESSMENTS</b>	\$ 38,000.00									\$ 38,000.00
<b>CHAMBER MEMBERSHIP DUES</b>		\$ 300.00								\$ 300.00
<b>FUNDRAISING</b>		\$ 20,000.00								\$ 20,000.00
<b>GRANTS</b>										\$ -
City Fees									\$ 10,000.00	\$ 10,000.00
Management Grant									\$ 16,862.00	\$ 16,862.00
Tech Assistance										\$ -
Bookkeeping										\$ -
Parking Revenue						\$ 12,000.00				\$ 12,000.00
<b>Carry Over</b>										\$ -
OTHER (Savings)										\$ -
<b>Total Revenue</b>	\$ 38,000.00	\$ 190,890.00	\$ -	\$ 5,000.00	\$ -	\$ 12,000.00	\$ 12,500.00	\$ 25,710.00	\$ 26,862.00	\$ 310,962.00
<b>PERSONNEL &amp; ORGANIZATION</b>										
<b>OCCUPANCY EXPENSE</b>										
RENT	\$ (3,396.00)	\$ (26,604.00)								\$ (30,000.00)
UTILITIES	\$ (2,067.00)	\$ (1,053.00)								\$ (3,120.00)
CLEANING		\$ (320.00)								\$ (320.00)
STORAGE UNIT										\$ -
OFFICE RELOCATION		\$ (2,500.00)								\$ (2,500.00)
COPIER										\$ -
<b>Total OCCUPANCY EXPENSE</b>	\$ (5,463.00)	\$ (30,477.00)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ (35,940.00)
<b>STAFFING</b>										
<b>SALARIES</b>										\$ -
Executive Director	\$ (11,696.00)	\$ (26,442.00)							\$ (16,862.00)	\$ (55,000.00)
Chamber Staff										\$ -
Visitor Center Volunteer										\$ -
<b>WORKER'S COMP INSURANCE</b>	\$ (450.00)	\$ (250.00)								\$ (700.00)
<b>PAYROLL EXPENSES</b>	\$ (375.00)	\$ (5,000.00)								\$ (5,375.00)
<b>Total STAFFING</b>	\$ (12,521.00)	\$ (31,692.00)	\$ -	\$ -		\$ -	\$ -	\$ -	\$ (16,862.00)	\$ (61,075.00)
<b>AUTO/TRAVEL</b>										\$ -
<b>ELECTION EXPENSE</b>	\$ (700.00)	\$ (1,800.00)								\$ (2,500.00)
<b>DUES &amp; SUBSCRIPTIONS</b>	\$ (300.00)	\$ (750.00)								\$ (1,050.00)
Annual Report	\$ (750.00)									\$ (750.00)
<b>PRINTING - Newsletter</b>										\$ -
<b>POSTAGE</b>		\$ (300.00)								\$ (300.00)

**FY2023 Old Town San Diego Chamber of Commerce/BID**

	BID	Chamber	NRP	CEP	CPPS	CPD	CCSD	SDTMD	SBEP	Total
<b>PROFESSIONAL SERVICES</b>	\$ (2,500.00)	\$ (5,000.00)								\$ (7,500.00)
GEN'L INSURANCE	\$ (3,066.00)	\$ (2,934.00)								\$ (6,000.00)
WEB SITE										\$ -
REPAIR & MAINTENANCE										\$ -
AWARDS		\$ (700.00)								\$ (700.00)
BANK FEES, FIN CH & TAXES		\$ (340.00)								\$ (340.00)
Bookkeeping	\$ (2,400.00)	\$ (3,000.00)								\$ (5,400.00)
OFFICE SUPPLIES	\$ (500.00)									\$ (500.00)
Computer hardware/software										\$ -
MEETINGS										\$ -
<b>Total ORGANIZATION</b>	<b>\$ (10,216.00)</b>	<b>\$ (14,824.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (25,040.00)</b>
<b>II - EVENTS</b>										
<b>EVENTS/PROJECTS</b>										
HARNEY STREET MARKET		\$ (43,000.00)								\$ (43,000.00)
BUSINESS MIXERS										\$ -
TT / TASTE OF OT		\$ (3,000.00)								\$ (3,000.00)
Fiesta Cinco de Mayo										\$ -
EVENTS										\$ -
Dia de los Muertos		\$ (10,000.00)		\$ (2,500.00)			\$ (10,000.00)		\$ (7,000.00)	\$ (29,500.00)
Summer Nights		\$ (1,500.00)								\$ (1,500.00)
Luncha Libre Festival		\$ (51,950.00)		\$ (2,500.00)				\$ (25,710.00)	\$ (3,000.00)	\$ (83,160.00)
Las Posadas							\$ (2,500.00)			\$ -
Beer Festival										\$ -
<b>Total Events</b>	<b>\$ -</b>	<b>\$ (109,450.00)</b>	<b>\$ -</b>	<b>\$ (5,000.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (12,500.00)</b>	<b>\$ (25,710.00)</b>	<b>\$ (10,000.00)</b>	<b>\$ (160,160.00)</b>
<b>DESIGN PROGRAMS</b>										
STREETScape										\$ -
STREET MAINTENANCE							\$ (9,000.00)			\$ (9,000.00)
BANNER PROGRAM	\$ (2,800.00)						\$ (3,000.00)			\$ (5,800.00)
DESIGN SPECIAL PROJECTS										\$ -
<b>Total DESIGN PROGRAMS</b>	<b>\$ (2,800.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (12,000.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (14,800.00)</b>
<b>IV - PROMOTION PROGRAMS</b>										
PARTNER REIMBURSEMENTS										\$ -
OTHER ADVERTISING										\$ -
PRINT/WEB ADVERTISING	\$ (5,000.00)	\$ (2,500.00)								\$ (7,500.00)
RADIO/TV		\$ (1,200.00)								\$ (1,200.00)
EVENT PROMOTION		\$ (500.00)								\$ (500.00)
<b>Total PROMOTION PROGRAMS</b>	<b>\$ (5,000.00)</b>	<b>\$ (4,200.00)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (9,200.00)</b>
<b>V - COMMUNITY PARKING DIST</b>										
PARTNER PAYMENTS										\$ -
INSURANCE										\$ -
CLEANING										\$ -
GARDENING AND LANDSCAPE										\$ -
REPAIR AND MAINTENANCE										\$ -
UTILITIES										\$ -

**FY2023 Old Town San Diego Chamber of Commerce/BID**

	BID	Chamber	NRP	CEP	CPPS	CPD	CCSD	SDTMD	SBEP	Total
OTHER/UPGRADES										\$ -
RESERVE										\$ -
<b>Total CPD</b>	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
<b>OT - CONTINGENCY</b>	\$ (2,000.00)									\$ (2,000.00)
<b>Total Revenue</b>	\$ 38,000.00	\$ 190,890.00	\$ -	\$ 5,000.00	\$ -	\$ 12,000.00	\$ 12,500.00	\$ 25,710.00	\$ 26,862.00	\$ 310,962.00
<b>Total Expense</b>	\$ (38,000.00)	\$ (190,643.00)	\$ -	\$ (5,000.00)	\$ -	\$ (12,000.00)	\$ (12,500.00)	\$ (25,710.00)	\$ (26,862.00)	\$ (310,715.00)
<b>Net Revenue (deficit)</b>	\$ -	\$ 247.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 247.00
Management Use Only										

**JOB DESCRIPTION  
EXECUTIVE DIRECTOR  
OLD TOWN CHAMBER OF COMMERCE**

**Organization Description**

The Old Town Chamber of Commerce is a not-for-profit corporation where the primary purpose is to manage the Old Town Business Improvement District (BID). The mission of The Old Town Chamber of Commerce is to develop and promote commercial opportunities for our businesses while enhancing a positive experience for the entire Old Town community.

**Position Description**

The Executive Director will act as the chief administrator of the Old Town Chamber of Commerce and reports to the Executive Committee of the Board of Directors. The four major areas of responsibility for the Executive Director are: developing strategies and direction, supporting the Board and their respective committees, administering the staff and office, and reaching out to the membership and public.

The Executive Director a visionary leader, skilled relationship builder and expert community and nonprofit leader will be capable of stepping into the organization and running it efficiently while working with the Board of Directors to analyze and lead the organization into the next fiscal year with appropriate goals, job roles and budget. A collaborative leader and expert in main street best practices, the Executive Director will be experienced in working closely with nonprofit boards and public sector officials and be comfortable with street-level interactions key to credible communications with neighborhood stakeholders. Experience with business improvement areas/districts, community parking districts, and economic development would be an advantage. Additionally, proven experience in relationship building, working with nonprofit boards, and engaging directly with stakeholders in the community will be essential.

**Strategy and Direction Development**

- Develop, in conjunction with the Board of Directors, strategies for economic development utilizing to the fullest extent the human and economic resources available.
- Assist the Board of Directors and committees in developing a plan of action for the organization in a post COVID-19 response.

**Board and Committee Support**

- Implements the strategic direction of the organization as defined by the Board of Directors.
- Effectively communicates with the Board of Directors in a timely and accurate manner and provides all information necessary for the Board to make informed decisions.
- Work with committees, consultants, business owners, and volunteers to reach objectives.
- Provide Committee organizational support and leadership.
- Recruit new committee members and volunteers

**General Administration**

## Fiscal

- Responsible for conducting adequate fundraising and development to support the operations of the organization and to fulfill the mission of the organization.
- Conducts the financial affairs of the organization in a prudent and conservative manner
- Responsible for development and implementation of the Annual Budget
- Serves as an officer of the organization signing all contracts and agreements on behalf of the organization.
- Works with the Treasurer and bookkeeper on day-to-day financial management and keeping compliance with reporting for all contracts and grants.
- Oversees management and maintenance of Old Town parking lot.

## Supervisory (in conjunction with Organization Committee and Board oversight)

- Work with Executive Committee and Board to create, hire and onboard staff to assist in marketing and special event management.
- Supervise day-to-day operations, review and set goals for staff as necessary.

## Member and Public Relations

- Inform and educate public about mission and goals of organizations
- Make public appearances and give speeches as necessary to expose organizations' missions and enhance volunteer efforts
- Attend public and private sector meetings to protect and promote organizations' interests and policies.
- Maintain constant contact with membership to satisfy needs
- Respond to requests and concerns of members of the media and public
- Represent organizations locally and regionally.
- Encourage cooperative climate between organizations and elected officials
- Work as "Key" liaison between relevant community organizations and government

## Minimum Qualifications

- At least 3 - 5 years managing a non-profit organization either as the Executive Director or in a next level role.
- Experience working with a volunteer Board of Directors.
- At least 2 years of demonstrated success with fundraising for a non-profit organization.
- Event planning and management experience
- Familiarity with grant writing and grant administration
- Bachelor's degree in a related field or equivalent experience
- Experience with Business Improvement Districts/Parking Districts preferred

Salary: DOE + Benefits