

Meeting date Tuesday, August 9, 2022
Time 12:00 PM – 1:00 PM
Venue Zoom Teleconference

Meeting Minutes

Warner Connects Board of Directors Meeting

Roll Call

- Board Members: Brian Parent, Shawn Evenhaim, Chris Leuffen
- TMO Staff: Julia Wean, Ken Premo

Call to Order and Approval of Minutes

- **Mr. Evenhaim called the meeting to order at 12:01pm**
- **Mr. Leuffen moved to approve the June 7, 2022 Meeting Minutes, seconded by Mr. Parent**
 - ***Motion carried by unanimous approval***

Staffing Update

- Ms. Wean informed board that Hank Kaplan has left Steer. Introduced Ken Premo who will eventually transition to the Executive Director role with Warner Center. Will Grasswich is a new intern and Outreach Coordinator

Membership Updates

- Ms. Wean announced the new membership of Intuit, Kaplan Enterprises is now an unoccupied member. Presently in conversation with David Allison who is doing a change of use on his property. Mr. Evenhaim mentioned a Starbucks going into change of ownership property. Mr. Wean, Terry York Motors is in discussion for their full membership.
- Ms. Wean went over the current budget, totals. Mr. Evenhaim stated that the property at 6606 Variel is occupied and should be dues paying. Ms. Wean stated the difficulty in contacting.
- Compliance Discussion – Ms. Wean said that projects seeking permits must pay a \$1,500 deposit, however the city doesn't track those businesses who fail to pay dues once the space is occupied. Mr. Leuffen stated that change of use permit or a building permit both trigger notice.
- Ms. Wean led a discussion on putting out an "official" notification from the city, sent by the TMO. Mr. Parent asked about the success that the Burbank TMO has had by doing this type of notification. The city has no enforcement should businesses don't join the TMO and pay dues. Mr. Evenhaim mentioned that the city planning has the ability to enforce an ongoing membership requirement. Discussion. More information is needed from DOT and Planning.

Program Updates

- Commutifi on the website so people can calculate their commute costs.
- Prepping for October Survey – Tool updated is being reviewed SCAQMD.
- Intuit is new member, very engaged. Set up a Slack channel for commuting information. On-site events, lunch & learn.

Admin Update

- Discussed payment process for expenses. Burbank and Glendale's models discussed. ACH payment for Steer payment
- Motion: Most expenses will be approved at monthly board meeting. Any expenses mid-month will be approved by all three board members by email. Payments to Steer to be sent ACH with board approval.
 - ***Motion carried by unanimous approval***
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- Next meeting: September 20, 2022 12:00pm – calendar invite will be sent.
- Teams vs. Zoom board decided that Teams would be used for future meeting.
- ***Mr. Parent adjourned the meeting at 12:59pm***