



MEMORANDUM

TO: Arroyo Grande Tourism Business Improvement District Advisory Board

FROM: Sheridan Bohlken, Recreation Services Director

SUBJECT: Consideration of a Regular Meeting Schedule for the Arroyo Grande Tourism Business Improvement District Advisory Board

DATE: September 19, 2023

SUMMARY OF ACTION:

Consider a regular meeting schedule for the Arroyo Grande Tourism Business Improvement District (AGTBID) Advisory Board.

RECOMMENDATION:

Approve a regular Board meeting schedule to be held at least quarterly.

BACKGROUND:

During its discussions regarding the AGTBID Advisory Board on April 25, 2023 (Attachment 1), Council directed staff to prepare draft bylaw revisions that would alter the make-up of the Advisory Board and address administrative changes with the oversight of the Board. Revised bylaws were approved on July 25, 2023 (Attachment 2), and Board members were appointed on August 22, 2023 (Attachment 3).

DISCUSSION:

With a newly appointed Board, it is necessary to determine a regular meeting schedule as identified in Section 11.a of the AGTBID Bylaws, which states 'Regular Board meetings shall be held at least quarterly according to a schedule established by the Board at the beginning of the calendar year at a location accessible to the public, in Arroyo Grande, California.'

Since this is the first meeting of the Board with the newly adopted Bylaws, a regular meeting schedule must be set. Options for the Board to consider are monthly, bi-monthly or quarterly meetings. Special meetings may be called as necessary.

AGTBID Advisory Board
Consideration of a Regular Meeting Schedule for the Arroyo Grande Tourism
Business Improvement District Advisory Board
September 19, 2023
Page 2

Attachments (available as links below):

1. [April 25, 2023 City Council Staff Report](#)
2. [July 25, 2023 City Council Staff Report](#)
3. [August 22, 2023 City Council Staff Report](#)