

EAST END IMPROVEMENT CORPORATION

December 6, 2019

Special Meeting Minutes

TO: THE BOARD OF DIRECTORS OF THE EAST END IMPROVEMENT CORPORATION AND ALL OTHER INTERESTED PERSONS

Notice is hereby given that a Special Meeting of the Board of Directors of the East End Improvement Corporation (EEIC) will be held on **Friday, December 6, 2019, at 12:00 p.m.** at the offices of the East End District, 3211 Harrisburg Blvd., Houston, Texas, open to the public, to consider, discuss and adopt such orders, resolutions or motions; and take such other direct or indirect actions as may be necessary, convenient, or desirable with respect to the following matters:

Board Members in Attendance: Yolanda Alvarado and Blanca Blanco

Board Members Absent: Elliot Barner

Others in Attendance: Eva Quiroz and Veronica Chapa Gorczynski

Meeting called to order at 12:04 pm

1. **Minutes.** Approve minutes from the previous meeting(s).
Veronica Gorczynski presented the minutes for the May 31, 2019 meeting. After review, Blanca Blanco motioned to approve the minutes. Yolanda Alvarado seconded the motion and it passed unanimously.
2. **Financial Reports.** Receive and approve the financial reports on revenues and expenditures; and authorize appropriate action.

September Financial Report

Veronica Gorczynski presented the financial report for the month of September. EEIC financial reports are prepared quarterly by Your Part-Time Controller. September 30th indicates the last day for both the reporting period and the fiscal year. Important changes regarding this report include an adherence to non-profit accounting standards, including annotation of funding with donor restrictions. Additionally, pre-paid expenses for the patrol contract are paid the month before the services are offered and prepaid expenses for the East End Street Fest indicate deposits made in anticipation of the festival. After additional questions regarding report detail, a motion made by Blanca Blanco to approve September financial reports and seconded by Yolanda Alvarado. The motion passed unanimously.

October Financial Report

Veronica Gorczynski presented the financial report ending October 31, 2019. As of the report, \$26,185 in sponsorships were outstanding for the East End Street Fest due to timing and vendor requirements by sponsors. An additional (late) invoice received in December, further decreased the net revenue of the festival. Unfortunately, unexpected costs of renting a stage and print costs associated with banners (both verbally confirmed by sponsor did not materialize). A change in the October report is the addition of a category "Cultural District Merchandise Sales" including t-shirts from the recent EESF. Finally, an inventory report presented to EEIC Board offered detail regarding merchandise remaining after the EESF. After additional questions regarding details of the October financial report, Blanca Blanco made a motion to approve October financial reports and seconded by Yolanda Alvarado. The motion passed unanimously.

3. **Budget for Fiscal Year 2021.** Review draft budget for FY 2020 – 2021 and authorize appropriate action.

Veronica Gorczynski presented the draft budget for 2021. The draft budget used categories and amounts for the 2019 fiscal year and adjusted for anticipated increases, such as with the addition of a deputy in the potential security contract. After additional questions regarding details, a motion made by Blanca Blanco to approve the Fiscal Year 2021 Budget and seconded by Yolanda Alvarado. The motion passed unanimously.

4. **Security Contract.** Receive report on the status of the East End Security Patrol; consider and approve staff to pursue the drafting of the respective individual agreements between the EEIC and East Downtown Management District, Gulfgate Partners, and East End District to participate in the East End Security Patrol for the 2020-2021 term; consider and approve an agreement between the EEIC and Harris County for patrol services by Precinct 6 Constable for the 2020-2021 term; and authorize appropriate action.

Veronica Gorczynski presented the detail of the proposed security contract renewal with Precinct 6 Constable's Office. Of note, there is an anticipated increase of 4.9% on the overall contract and the addition of an additional deputy on the District's contract. There are three agreements moving forward including agreements between the EEIC and the East End District, EaDo District, and Gulfgate Partners. The new contract anticipates adding one additional Sergeant and eleven (11) additional deputies to the combined EaDo/East End areas. After detailed questions, there were recommendations on how to consider to improving reporting of the Security Contracts including sharing a summary of incident reports, summary of the incidents deterred, and outreach numbers. Additional recommendations include thinking about visibility of deputies and vehicles. Final recommendation to compare another area (comparable in size), that does not have security contract services. A motion made by Blanca Blanco to approve the Security Contract and seconded by Yolanda Alvarado. The motion passed unanimously.

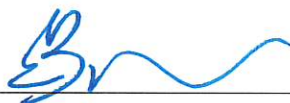
5. **East End Street Fest.** Receive report providing an update on East End Street Fest, review proposed date, budget, and fundraising materials and authorize action as appropriate.

Report only, no vote necessary.

6. **Executive Session, if Necessary.** Convene executive session to discuss: (a) pending or contemplated litigation or to consult with the attorney in accordance with Section 551.071 of the Texas Government Code; (b) acquisition of real property in accordance with Section 551.072 of the Texas Government Code; (c) personnel matters in accordance with Section 551.074 of the Texas Government Code; (d) to receive information from or question employees in accordance with Section 551.075 of the Texas Government Code; employees; (e) deployment of security personnel or devices or a security audit in accordance with Section 551.076 of the Texas Government Code; or (f) economic development negotiations or offers of financial incentives for economic development in accordance with Section 551.087 of the Texas Government Code.
7. **Reconvene in Open Session.** Reconvene in public session to consider authorizing District staff and consultants to take any action necessary with respect to (a) pending or contemplated litigation or attorney advice; (b) acquisition of real property; (c) personnel matters; (d) receiving information from or questioning employees; (e) economic development negotiations or offers of financial incentives; (f) deployment of security personnel or devices or a security audit; and (g) any other matters relative to any of these matters which was discussed in Executive Session.
8. **Public Comments.** Receive comments from the public.
9. **Adjourn.**

There being no further business to come before the Board, Blanca Blanco moved to adjourn the meeting and the motion seconded by Yolanda Alvarado. The meeting adjourned at 1:21 pm.

December 6, 2019 Board Agenda

Signed:  _____

