



**Suisun City Waterfront Business Improvement District
2022 Annual Board Retreat
Monday, January 10, 2022, 6:00pm
Athenian Grill – 750 Kellogg St, Suisun City**

6:00pm - Welcome & Introductions

6:10pm – Agenda review & housekeeping

6:15pm – Board roles & responsibilities

1. Executive Committee
2. Assign organizational leadership roles for all

6:50pm – Workplan

1. Marketing plan
2. 2022 Calendar

7:20pm – Break (working dinner)

7:30pm – Policy Manual

1. Review
2. Recommend amendments

8:00pm -Adjourn

- Solicit membership to use resources on website

Budget Committee

Specific Job Functions of the Budget Committee

- Monitor BID payments with city
- Track what has been spent in budget
- Establish preliminary budget for each year and present to the Board

The Brown Act

SCHWBID complies with the Ralph M. Brown Act for its board meetings, general meetings and standing committee meetings.

Agendas of board meetings, general meetings or standing committee meetings shall be publicly posted 72 hours in advance of that meeting.

All SCHWBID meetings are open meetings to the public. The only exceptions for closed meetings are for personnel issues and litigation issues.

The reason the Brown Act applies is because the SCWBID is using public money and because the SCHWBID is an advisory board to the City of Suisun City council on the business improvement district money.

For SCHWBID board meetings and general meetings, a copy of the meeting agendas are sent, via fax or email, to the city manager's office for posting at the public kiosk adjacent to city hall.

A copy of the agenda is posted on the website.

For specific terms of the Brown Act, please refer to www.ag.ca.gov/publications/2003_Intro_BrownAct.pdf