

# MSPA Board Agenda April 5, 2012

## Call to Order

President's Message & Opening Statement: Responsibilities of Board Members Now & Future

Approval of Minutes: March 1, 2012

## Associated Organization/Agency Reports (as needed):

- Glendale Community Development Agency, Jackie Bartlow
- Glendale Police Department, Matt Zakarian
- Montrose-Verdugo City Chamber of Commerce, Melinda Clarke
- Website reconstruction presentation, Tikran Siranians

## Committee Reports (as needed):

- Advertising/Events Committee: Jake Menachian, chair
- Harvest Market Committee: Jake Menachian, chair
- Personnel Committee: Ken Grayson, chair

## Executive Director Report:

- Parking Lot directional signage update
- MSPA Parking Permits update
- Directory Boards update
- Welcome Packet presentation

## New Business

### I. MSPA Committees discussion and review

#### Procedural recommendations:

- (1) topics to be discussed in committee to be sent to board and committee members one week prior to the meeting date.
- (2) all committee meeting agendas and minutes to be sent to all Board members
- (3) recommended maximum of no more than 2 meetings of any committee in a single month

#### Proposals for discussion and Board action:

- (1) establish the Finance Committee as a Standing Committee
- (2) establish a new Website & Social Media Committee
- (3) establish "Events" and "Advertising" as two separate committees
- (4) balancing of committee chair responsibilities

### II. Board Secretary change of Board officer

### III. Montrose Ambassador: job description and compensation discussion

### IV. Book kiosks, Andre Ordubegian

### V. Confirm date and location for meeting of May 3, 2012

MSPA Members' Forum: Individual time limit 3 minutes (see below)

Public Forum: Individual time limit 3 minutes (see below)

Visitors and attendees may address specific agenda items by completing a Speaker Request Card in advance of the Board's review of that item. Speaker time is subject to a three minute limit prior to the Board's review of that item. The Board will take the speaker's comments under advisement and may not choose to engage the speaker in further discussion.

Visitors and attendees are allotted time at the end of the business portion of the meeting to express general concerns, questions or suggestions not related to the agenda. A Speaker Request Card must be submitted in advance. Until that time, it is essential that visitors and attendees refrain from addressing the Board directly. In any case, no individual has the floor to speak unless the Board chair recognizes the individual and declares that they have the floor.

## Motion to Adjourn