



**Coconut Grove Business Improvement District Board of Directors Meeting**  
**Thursday, February 9th, 2023 at 1:00pm**  
**Location: Mayfair Hotel and Gardens - Conference Room**

**Attendees: Alex Argudin, Jaime Stuyck, Olaf Kohrsmeyer, Atchana Capellini, Elizabeth Solar, Michael Comras, Monty Trainer, Cynthia Seymour (BID), Olav Smit (BID), JennyLee Molina (BID), Venusmia Fernandez Lovely (BID), Sully Silva (Block by Block) Aileen Rodriguez (MPD) Commander Daniel Kerr (MPD) Officer Nikelya Dennis (MPD), Officer Miguel Borges (MPD) and Richie Tandoc (SKJ&T)**

**Absent: Donna DeMichael (Attended remotely via Phone)**

**Meeting Start Time: 1:12pm**

**Meeting Adjournment Time: 2:53pm**

**Agenda:**

**1. Approval of November 10th, 2022 meeting minutes.**

Attachment of Draft Meeting Minutes for 01/10/2023

- Donna DeMichael questioned the motions seconded by Monty Trainer on the minutes since he is a "non voting" member of the Bid Board. *Motion to reapprove the motions that were discussed and approved during the 11/10/2023 board meeting made by Atchana Capellini and seconded by Elizabeth Solar.- passed unanimously*
- *Motion to approve draft meeting minutes for 11/10/2023 with corrections motioned by Olaf Kohrsmeyer seconded by Atchana Capellini.-passed unanimously*

**2. Approval or Denial of Annual Audit for FY 2021-2022 - Presentation by Richie Tandoc**

- Mr. Tandoc thanked both Frank (CCSG) and Cynthia for the work and assisted to make this year's audit very successful. The report dated Dec 9th 2022 was independent of the BID and the City of Miami: no fraud and no adjustment found - the audit received an all clear on all areas.
- *Motion to approval of Annual Audit report: by Olaf Kohrsmeyer and seconded by Atchana Capellini - passed unanimously.*

### **3. Approval or Denial of Annual Report for FY 2021-2022 - Presentation by Cynthia K. Seymour**

- A printed annual report with highlighted areas:
  - Budget at a glance
  - Election process
  - Clean & safe place to walk
  - Clean & visible - Measurable Results
  - Holiday lighting and installations
  - Seasonal Palm Tree Lighting in Peacock Park
  - Social Media Attention
  - IKE Digital Kiosks
  - \$BlueGrove
  - Community Policing and Quarterly Bike Rides w/ Commander Lewis
  - Monthly Special Events: Attracting Community
  - Celebrating International Cultures
  - Creating Fun for the Family
  - Making Music & Memories Together
  - Content Marketing
  - Refresh of “The Grovite” and launch of bi-weekly BID Business Communications
  - Community Calendar
  - Putting the Grove back on the maps
  - Miami Maps & Edible South Florida
  - Public Relations and Digital Media RoundUp
  - Crisis to Recovery
  - Outlook Ahead
  - Budgetary Comparison

### **4. Approval or Denial of Board Member Absence Waiver(s) Request - Xavier Alban, Esq.**

- Waiver was requested by Donna DeMicheal; as she is not able to attend in person meetings and has missed three (3) consecutive meetings.
- Alex Argudin stated she will entertain a motion to approve this waiver. *No motion to approve was presented to the board; this would be a denial of waiver.* Donna DeMichael was removed from the board.

### **5. Board of Director Elections - Spring 2023 - Process, Nominating Committee & Timeline - Xavier E. Alban, Esq.**

- Alex Argudin requested the creation of a nominating committee that would review applications and create a slate for the open position (property owner & business representative) with the BID Board. Members selected to be part of the nominating committee: Alex Argudin, Atchana Capellini and Elizabeth Solar
- Nominating Committee meeting date, time and location was set for February 24, 2023 from 9:00 am- 10:30 pm at B Bistro with a full board meeting called for 10:00am to vote on the slate card.

**6. Update: Lease Options for Coconut Grove BID Office - Presentation Cynthia K. Seymour**

- Comparison of Properties considered:
  - CB Building 3326 Mary Street
  - GrandBay Plaza- 2665 South Bayshore Drive
  - Continental Plaza- 3250 Mary Street
  - MayFair Building 3390 Mary Street
- Continental Plaza is within our approved budget , ample space for our team, no conflict of interest in regards to board members. Xavier will review the lease on behalf of the BID.

**7. Marketing Update: Coconut Grove Upcoming Events, ShopLocal2Win Initiative and Coconut Grove “In the News” - Presentation - Cynthia Seymour**

- *Motion to approve the “ ShopLocal2Win” Initiative made by Michael Comras and Seconded by Atchana Cappellini- passed unanimously*
- *Motion to approve the sponsorship of the Kid’s Marketplace at Peacock Park April 1st 2023 made by Olaf Kohrsmeyer and seconded by Jaime Stuyck -passed unanimously.*

**8. Accept or Denial of Scheduling Upcoming Quarterly Board Meetings - In Advance:**

May 18th, 2023 - Semi-Annual Report & Setting Budget Priorities for FY 2023-2024  
July 18th, 2023 - Proposed Budget Review and Approval for FY 2023-2024

- *Motion to accept the date presented in both May & July made by Atchanna Capellini seconded by Elizabeth Solar - passed unanimously.*

*Thank you all for joining us today. We appreciate your service.*