WINDSOR DDA
DOWNTOWN DEVELOPMENT AUTHORITY

BOARD OF DIRECTORS MEETING
Wednesday June 21st | 7:00AM
301 Walnut Street, 1st Floor Conference Room, Windsor, CO 80550
(NOTE: Meetings held IN PERSON only)

Agenda

A. **Call to Order** **7:00AM**

B. Roll Call - ___ Clay Caldwell (CC), ___ Grant Nisly (GN), ___ Dean Koehler (DK), ___ Annie Lloyd (AL), ___ Jessica Martinac (JM), ___ Stacy Manweiler (SM), ___ Paul Rennemeyer (PR)

C. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

D. Approval of Minutes from the Board of Director's Regular Meeting – May 17, 2023

Sample motion: *"I move that we approve the minutes as presented."*

E. Public & Partner Agencies Invited to be Heard *(3 Minutes Per Person)*

F. **Business/Action Items**

G. Amendments to DDA Bylaws. Consideration of proposed amendments to the DDA bylaws.

Sample motion: "I move that we approve the amendments to the DDA bylaws as presented."

H. Consideration of an Office Space Lease Agreement with Higa LLC, at a rate of $650 per month, with an initial term of 6 months and the option for automatic renewals for five additional 6-month terms.

Sample motion: "I move that we approve the office space lease agreement with Higa, LLC; authorize the executive director, in consultation with DDA legal counsel, to approve changes to the agreement that do not substantially alter the DDA's rights or obligations thereunder; and authorize the board chair to execute the agreement."

I. Board of Director Officer Elections for Board Chair, Vice Chair, Secretary and Treasurer.

J. Consideration of Change to Board of Directors Meeting Date & Time.

K. Executive Director's Report

L. Communications & News

M. **Adjourn**