

CITY OF NEWPORT BEACH
SPECIAL EVENTS ADVISORY COMMITTEE MEETING
Visit Newport Beach, Inc. Conference Room
November 12, 2009
4 p.m.

MINUTES

X – In attendance

A - Absent

Members

X	Laura Davis, Fashion Island	X	Marshall Topping, Topping Events, Inc.
X	Janis Dinwiddie, Dinwiddie Events	X	Judith Brower Fancher, Brower, Miller & Cole
X	Kim Severini, Visit Newport Beach, Inc.	A	Jim Donnell, Citivest, Inc.
A	Kirwan Rockefeller, U.C. Irvine	X	

Staff Present

Leigh DeSantis, City of Newport Beach, Economic Development Administrator

Loretta Walker, Visit Newport Beach Inc, Director of Administration as Recording Secretary

Call to Order

Laura Davis, Chairperson, called the meeting to order at 4:10 p.m.

Review and Approve Minutes of October 1, 2009

Laura Davis asked for a motion to approve the minutes of the October 1, 2009 meeting. Judith Brower Fancher made the motion and Kim Severini seconded. The minutes were unanimously accepted.

Discussion of Proposed Criteria for Funding

The suggested baseline criterion for evaluating applications was discussed in detail and members determined a list of those to be eliminated from the list and those to be changed. The proposed evaluation criteria suggested in a 2-page document written by Marshall Topping was also discussed. Leigh DeSantis will sort out the changes made by the Committee and incorporate them with the suggestions from Mr. Topping.

Prior to the Next Meeting

- Ms. DeSantis will make revised baseline criteria list for evaluating applications to send to all Committee Members.
- Ms. Davis will present an example of a recap form for event participants so that there may be a uniform way of evaluating the success of the event.
- Committee Members will review and be prepared to discuss the Hamilton City Council's Event Sponsorship-Special Event Application Form that was presented by Ms. Davis.

Comments from the Public

There were no comments from the public.

Next Meeting Date

The next meeting is tentatively scheduled for December 16 at 4 p.m. in the Visit Newport Beach, Inc. Conference Room. Ms. DeSantis will discuss this date with the Committee Members who were not present and propose alternative dates to all members if necessary.

Adjourn

The meeting was adjourned at 5:30 p.m.

Respectfully submitted by

Loretta Walker,
Recording Secretary