



**CHINO BASIN WATER CONSERVATION DISTRICT
75TH ANNIVERSARY AD HOC COMMITTEE MEETING AGENDA**

FRIDAY, MAY 17, 2024, AT 11:00 A.M.

**CONFERENCE ROOM
4594 SAN BERNARDINO STREET
MONTCLAIR, CA 91763**

COMMITTEE MEMBERS

Kati Parker, Director

Teri Layton, Director

Amanda Coker, Director

GENERAL MANAGER

Elizabeth Willis

LEGAL COUNSEL

Lee McElhaney

CALL TO ORDER

ROLL CALL

DISCUSSION ITEMS

1. EVENING ANNIVERSARY CELEBRATION FOR SEPTEMBER 2024

Recommendation: It is recommended that the Committee:

1. Review and discuss the progress of the Evening Anniversary Celebration, scheduled for September 2024.

ADJOURNMENT

STAFF REPORT
75th ANNIVERSARY AD HOC COMMITTEE MEETING

DATE: May 17, 2024

FROM: Elizabeth Willis, General Manager

BY: Elizabeth Willis, General Manager

SUBJECT: EVENING ANNIVERSARY CELEBRATION FOR SEPTEMBER 2024

RECOMMENDATION

It is recommended that the Committee:

1. Review and discuss the progress of the Evening Anniversary Celebration, scheduled for September 2024.

BACKGROUND

The District plans an evening anniversary gala event for policymakers and local leaders on Thursday, September 19, 2024 in celebration of the District's 75th Anniversary. The event is being planned with the assistance of CV Strategies.

On February 23, 2024, the Ad Hoc Committee met to discuss the progress and ideas of the 75th Anniversary Evening Celebration and provided direction to staff.

DISCUSSION/ANALYSIS

The major components of the event are in the planning stage. District staff and CV Strategies will discuss with the committee various elements related to planning the event, including the location, options on catering and costs, options for giveaways, the time capsule event recap video shot by CV strategies, the "save the date" announcement, and the program. The topics for this meeting will pertain to the dinner and beverage menu for the event as well as the 75th Anniversary Celebration Video.

FISCAL IMPACT

On August 14, 2023, the Board approved a preliminary budget of \$25,530 for CV Strategies' event planning and \$49,400 in third party costs for the event itself. These costs will be included in the FY 24-25 budget.