



## **CASTRO/UPPER MARKET COMMUNITY BENEFIT DISTRICT**

**584 Castro Street #336; San Francisco CA 94114**

**[www.CastroCBD.org](http://www.CastroCBD.org) 415-500-1181**

### **Minutes of the Regular Monthly Board of Directors Meeting on August 10, 2017**

The meeting was called to order at 6:04 pm. Vice President Alan L. was not yet at the meeting, and neither were any other board officers, so meeting was called to order by meeting chair Brian Gougherty. A basic quorum was present and maintained throughout the meeting.

**Directors Present:** Chase Chambers, Brian Gougherty, Treasurer Alex Harken, Peter Laska, Vice President Alan Lau, Jim Laufenberg, Pat Sahagun, Secretary Pauline Scholten

**Directors Absent and Excused:** Hubert Ban, Jamal Cool, Scott James **Staff Present:** Andrea Aiello, Kristin Wojkowski (taking minutes) **Guests Present:** John Goldsmith

### **Brown Act Notice**

Brian summarized California's Brown Act, as its rules apply to the CBD's board meetings. They include provisions that meetings are publicly noticed in advance and are open to the public; for public comment before any vote is taken on each agenda item and following committee reports; and for general public comment, scheduled as Item 4 on the agenda for this meeting, to be called in order but no later than 6:55pm. Guests who interrupt or are otherwise disruptive of the meeting will be given a verbal warning. If a second interruption or disruption by the individual(s) occurs at the meeting, they will be asked to leave. A copy of the meeting agenda was publicly posted timely in advance, on-line at [www.castrocbd.org](http://www.castrocbd.org) and at the S.F. Public Library, 100 Larkin Street. A copy of the board package was available for public review at the meeting.

### **Introductions**

Board members introduced themselves and noted any current, potential conflicts of interest.

### **Board Meeting Minutes from July 13, 2017**

**Board Motion M-JL1, CC2, to approve minutes. No changes. A call for public comment was made. (there was none), those minutes were approved.**

### **Executive Director's Report**

Andrea reported the new poop bag dispensers we've installed are a success and have been positively received. We have ordered four more. Andrea reached out to DPH to discuss bio boxes to collect needles. Our affiliate members have all signed on for another year. We had one new affiliate request on Pearl Street.

There is a need for more steam cleaning capacity. Often immediate needs trump schedule. Block By Block is working on increasing our steam cleaning capacity. Our Clean Team steam cleaning truck has a new vanity wrap. It's colorful and people are even taking selfies with it.

Jane Warner Plaza is improving. The green ground paint does show dirt and mornings are still an issue with people lying around but once the plaza stewards put out the chairs and tables encampments tend to disburse and the space is used positively. Pat S. has noticed more morning-time police presence. This may be helping, too. Our Little Free Library has been launched and we are collecting books at PO Plus. Live! In the Castro is having

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a big "Summer of Love" event on August 13<sup>th</sup>. Alan Lau will oversee the event. Thank you Alan! The Board was invited to attend.

The Castro Merchants are hosting a new monthly Art Walk. It is organized by Spark Arts& Art Attack. The walk will take place on the first Thursday of the month starting in September. The CBD will assist with promoting the event on social media.

The Retail Strategy Project held a successful broker's tour. The important "take away" was, "Castro is open for business".

The Castro Ambassador program has new volunteers. We'll present data next meeting.

A call for public comment was made. There was none.

### **Executive Committee Report**

President Scott James resigned from his position as President at the July board meeting. The executive committee nominates Chase Chamber for Board President.

We are establishing task accountability regarding board retreat list. Andrea will send out the link to the task list. Chair will report back monthly.

It was recommended the Board meet every other month starting with the next meeting on October 12<sup>th</sup>. Andrea will send out a new schedule and calendar invites. The executive committee is granted additional authority on an urgent basis, if something needs attention in a non-meeting month. The executive committee will still meet monthly. If the board needs to meet in an off month they still can.

**Motion:** The executive committee recommends Chase Chambers be appointed as the new board president. JL2Call for public comment made. Chase accepted. There was none. **A motion was approved.**

**Motion made by JL, AL2 to approve signing renewal lease for office. Call for public comment, there was none. Approved.**

The CBD will host its annual social at Blackbird on November 16<sup>th</sup>. The social will be a fundraiser and will honor our volunteers. The annual report and event program will be used to sell ad space. Our current date for the event, Sunday October 8<sup>th</sup> conflicts with Hardly Strictly Bluegrass. Alternative dates were suggested. Thursday November 16<sup>th</sup> 6-8pm was selected. Melina Selverston (a writer from the Coop) was selected to write a piece honoring our volunteers. She will interview some of our volunteers from Pink Triangle Park, Castro Cares & Friends of Harvey Milk Plaza. Rick Gerharter (a local photographer) has been hired to take photographs of our programs and volunteers in action.

A call for public comment was made. Guest, John commented that Rick has already taken pictures of the Pink Triangle Park volunteers and they are up on the BAR site. Pauline wanted to know if Melina's fee is a lump fee or hourly? It is a lump sum for the project.

### **DISI Committee Report**

Brian Gougherty reported. Pink Triangle Park received a \$91,000 Community Challenge grant. The full PTP project will be about \$250,000. We'll need to fundraise about \$100,000 from a combination of sources-

crowdfunding, kickstarter, corporate donations. One idea is to have individual pylons sponsored for \$15,000. Another idea is to reach out to local synagogues. Both Pauline and John have contacts.

Friends of Harvey Milk update. AIA initially was managing the project, but now has reduced involvement. The design competition has 3 finalists. There will be one winner picked by jury however that does not mean the design will be the actual design as the design might not be feasible and still needs city approval. The contestants understand this is how competitions work. The competition will have an online community input process, we anticipate that we will learn a lot from this and this process will help inform the competition winner. . With the reduced scope of work for AIA, they will no longer be the fiscal agent for FHMP. Brian brought forward to the board a request from FHMP for the Castro CBD to be the fiscal agent for FHMP. Discussion ensued. The CBD was fiscal sponsor for the Rainbow Honor Walk as they grew to become their own 501c3. The difference is FHMP will not become its own 501c3. It might make sense to have FHMP become an ad hoc committee. Then they'd be covered by general liability insurance to protect against loss of funds while fundraising. Alan Lau mentioned the importance of hiring a project manager so Andrea is not overwhelmed. Brian confirmed that the hiring of a project manager is a top priority for FHMP. Alex expressed concern with the CBD becoming the fiscal agent for FHMP because the goal of FHMP is to raise \$10 – 15M and we just don't have the infrastructure to manage that amount of funds. It was decided to table the vote for now and push the idea to the finance committee.

A call for public question or comments was made. Guest John noted, whatever happens with FHMP might be a model for what's to come with Pink Triangle Park in the future.

### **Services Committee Report**

Chase shared some notes from the services committee meeting. Block by Block will provide additional steam cleaning. Right now there is a lot of response to urgent requests for cleaning and this interferes with regularly scheduled cleanings.

In reading the lease, it was discovered that the Coop doesn't have option to renew in their lease agreement. Lease expires 8/31/17. CBD rent is about \$4100 and the Coop pays 2/3. Space has been an issue as the CBD grows. The CBD will be hiring a project manager for Pink Triangle Park and also FHMP. These will be contract positions, but the Services committee believes that they should be encouraged to work in the CBD office. Additionally, Andrea reported she is talking with Jason L. re: possibly 2 interns (database management and social media) interns also would need a place to work in the CBD office. Chase suggested we keep the Coop on a month-to-month basis for the time being. The upstairs space where the Coop is an ideal space for the CBD office to move into as it grows. Current office space (downstairs) could be leased to Block by Block. Jim L. knows a space on 15<sup>th</sup> and Sanchez that might be ideal as a new space for the Coop. It's scheduled to be available at the end of the year. Chase will meet with Scott to discuss options. Jim L. and Alex will accompany him. For the time being, Andrea will draft guidelines and discuss them with Shana. **JL made Motion, PS2 to develop a month-to-month lease with the Coop and alert them that they should begin looking for a new space. Call for public comment, there was none. Approved.**

### **General Public Comment**

At 7:16 pm the next Agenda item for General Public Comment was called. There were none.

### **Adjournment**

The meeting was adjourned at 7:16p.m.

Minutes taken and prepared by Kristin Wojkowski

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Date Approved 10/12/17

A handwritten signature in cursive script that reads "Pauline Scholten".

Pauline Scholten, Secretary

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