CASTRO/UPPER MARKET COMMUNITY BENEFIT DISTRICT
584 Castro Street #336; San Francisco CA 94114
www.CastroCBD.org  415-500-1181

DRAFT Minutes of the BOARD OF DIRECTORS ANNUAL MEETING on December 13, 2018
Held at 501 Castro St. 2nd Floor

Directors Present: Hubert Ban, President Jamal Cool, Crispin Hollings, Peter Laska, Vice President Alan Lau,
Secretary Jim Laufenberg, Helen McClure, Pat Sahagun, Justine Shoemaker

Directors Absent and Excused: Alex Harkin, Brian Gougherty
Staff Present: Executive Director Andrea Aiello, (taking minutes)
Members of the Public Present & Signed In: Jamal Mogannam, Chance Ramor, David Ayerdi

1. CALL TO ORDER AND INTRODUCTIONS: The meeting was called to order at 6:12 pm by Board
President Jamal Cool. A basic quorum was present and maintained throughout the meeting.

Brown Act Notice

Jamal 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 5 on the agenda for this meeting, to be called in order but no later than 7:25pm. 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 and at the
S.F. Public Library, 100 Larkin Street. A copy of the board package was available for public review at the
meeting.

2. APPROVE October 11, 2018 CBD BOARD MEETING MINUTES
Board Motion M-JL1, HMc2nd, to approve minutes. No changes were called for. A call for public
comment was made. There was none. Motion was approved.

3. ANNOUNCEMENTS
A. Executive Director’s Report
Andrea Aiello updated board on changes with the CBD’s clean team, new people have been hired, we are almost
up to full staff. If current new hires stay, a more consistent schedule with steam cleaning taking place 5 days/week
will be implemented. Trey Nelson is the new CBD Clean Team Operations Manager. Alex Harken has submitted
his resignation, due to his increasing work travel schedule he is no longer able to meet his commitments as a
board member. We will miss Alex and Andrea thanked him for his service. Andrea also reported that we are
aiming to move into the new location on or around January 15th. Andrea thanked Alan Lau for volunteering 40 or
more hours to fix The Seed...the lights had not been working since August due to vandalism. All board members thanked Alan.

B. President’s Report
Jamal welcomed members of the public who were visiting for the annual meeting and invited everyone to introduced themselves. He updated the board on the CU for 693 14th St. (new office).

4. COMMITTEE REPORTS
A. Executive Committee Report: Jamal reported that the Executive Committee appointed Misha Langley to the Finance Committee and the DISI Committee and David Ayerdi to DISI. Welcome Misha and David.
1) Motion from Executive Committee: Consideration for approval Misha Langley’s application for board membership to serve a two-year term. Andrea introduced Misha – Misha is a long-time volunteer Castro Ambassador, and in this capacity has worked to improve the district and further the mission of the CBD. Misha works for Paul Langley Company and will be representing Paul Langley (no relation), as a property owner, on the board. A call for public comment was made. There were none. Approved.
2) Motion CH1, JC2: Consideration for approval of board membership renewal for following board members: Alan Lau, Jim Laufenberg, Peter Laska, Justine Shoemaker for a two-year term to expire December 2020. A call for public comments was made. There were none. Approved.
3) Motion from Executive Committee: Discussion and consideration for authorization approval of new Block By Block (BBB) budget showing salary increases totaling $10,500. Discussion: this increase is for salary increase of approximately 6% for clean team and operations manager. Andrea explained that BBB has several contracts throughout the Bay Area including Union Square, East Cut, Fisherman’s Wharf, Tenderloin. Because the Castro CBD and Union Square were one of the first to contract with BBB, our salaries have been lagging. (The Castro CBD has been short staffed since August.) Approval of this about $1/hour increase will bring us even with Union Square, but they have already committed to a 20% increase in salaries beginning July 1, 2019. This increase is effective 12/1/18 if approved. A call for public comments was made. There were none. Approved.
4) Motion from Executive Committee: Discussion and consideration for acceptance of Q1 financials. Financials presented to board, discussion. A call for public comments was made. There were none. Approved.
5) Motion from Executive Committee: Discussion and consideration for authorization the FY 2017-18 CPA Review – Andrea presented report, discussion. A call for public comments was made. There were none. Approved.
6) Discussion of move: No action items.

B. LAND USE COMMITTEE REPORT
1) Motion from Land Use Committee: consideration for authorization to support CU for The Agency for 3512 16th St.. Public comments were called for. There were none. Approved.
2) Motion from Land Use Committee: consideration for authorization to support CU for closing 18th St. for two days between February 28 – March 2, 2019 for the Lesbians Who Tech Summit. Public comment was called for. There was none. Approved.

C. DISI (District Identity & Streetscape Improvement) COMMITTEE REPORT
1) No action items.

D. CASTRO CARES COMMITTEE REPORT
1) Andrea updated board on progress of Castro Cares, SFAF contract signed, outreach worker; regular outreach schedule will be posted shortly.

E. RENEWAL COMMITTEE REPORT
F. RETAIL STRATEGY COMMITTEE REPORT:
Update provide, committee planning a “welcome packet” to all new move-in’s. This is a collaborative effort with Castro Merchants, DTNA, EVNA and OEWD. OEWD is paying for costs of designing “welcome bag” and paying for producing bags for 1 year. DTNA/EVNA will deliver bags to new move-ins in their footprint, bags will have information about the commercial district, possible discount cards from local merchants, how to join their neighborhood association, and other important information.

5. General Public Comment
At 7:20pm the next Agenda item for General Public Comment was called. There was none.

6. Adjournment
Motion was made (JL1, AL2) to adjourn. The meeting was adjourned at 7:13pm

Minutes taken and prepared by Andrea Aiello

Date Approved _February 7, 2019_______

Jim Laufenberg, Secretary

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