

**Castro/Upper Market CBD
Executive Committee Meeting
January 26, 2016 Minutes**

Committee Members Present: President Scott James, Treasurer Alan Lau, Secretary Pauline Scholten

Staff/Guests: Andrea Aiello, Executive Director

- I. Introductions/Brown Act: Meeting called to order at 10:08 a.m. All members introduced themselves. Scott reviewed the Brown Act. **Motion to approve** minutes (SJ1, AL 2) Call for public comment, there was none; minutes approved.
- II. Castro/Upper Market Community Benefit District 10 Year Anniversary: Discussed, Andrea reported that the funds will go towards Castro Cares and will not be split with OurTownSF; all agreed this was best. Discussed and edited sponsorship letter. Discussed silent vs live auction: decision to not do live auction ...requires large significant donations to auction off and this is not realistic for Castro CBD. There was also not a lot of support for a silent auction, rather collect donations similar to last Castro Cares fundrasier hosted by Vanguard last year. **To Do**: Andrea to send sponsorship letters out.
- III. Board Membership: Discussed best format for policy manuals, by laws, etc for board members. Alan suggested to load all these documents on a secure webs page for board members. Quick update on recruiting board members: **To Do - Andrea will get secure web page up.**
 - Andrea contact Ali from 2175 Market, Dana – Hi Tops, Brittany – Beck’s, Hubert (referral from Jim), and to contact Tim P.
 - Scott will follow-up with Dean
- IV. Annual report: Scott and Andrea working on this, to be done by 3/13/16.
- V. Executive Director Annual Review: Alan L. will draft salary policy for April board meeting vote. Exec. Committee will have ED review by March for board meeting review by April.
- VI. Public Comment: There was no public comment.
- VII. Adjourn: 12:00 p.m.

Minutes taken and prepared by Andrea Aiello
Approved February 23, 2016

