

**Castro/Upper Market CBD
Executive Committee Meeting
April 12, 2016 Minutes**

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

Staff/Guests: Andrea Aiello, Executive Director

- I. Introductions/Brown Act/Approve Minutes: Meeting called to order at 10:04 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: Much discussion, committee members in concensus that the event was a success. We certainly had a lot of people, everyone had a good time, raised a significant amount of money for Castro Cares. Annual report was an important fundraising tool. Should we do this again? Discuss with the full board. Andrea said one thing she did learn is that the sponsorships is where you raise the most money. Pauline suggested that if we do do this again, to build a portfolio of our successes. Scott will discuss as part of his President's report.
- III. Employee Evaluation: Andrea shared the draft employee evaluation tool for the program coordinator/executive assistant. Comments on use and changes to the form: language is important – use “develop as a professional” instead of “improve”. Be very clear in areas for further development...employee and manager should be clear on how the “improvement” will be measured. **To Do**: Andrea will make changes in the form and conduct the program coordinator's evaluation within the next two weeks.
- IV. Board Recruitment & New Board Member Orientation: Andrea reported we have 9 board members. Scott is concerned that we are lacking women, minorities, and a broad range of merchants, and members from the eastern end of end district. Andrea will reach out to both Brittany Beck and Whole Foods. Scott and Andrea will schedule a meeting with the new board members. Andrea suggested that we put 10 minutes aside at an upcoming board meeting to review the California Brown Act and the California Public Records Act.
- V. Appoint Hubert Ban to the Finance Committee: Hubert Ban, VP Reporting and Technical Accounting, Salesforce is interested in joining the board and is interested in the Finance Committee. Hubert was referred to us by Jim Laufenberg and attended the March board of directors meeting. **Motion** (AL1, SJ2) To appoint Hubert Ban to the Finance Committee. Discussion, call for public comment, there was none. Motion passed.
- VI. Public Comment: There was no public comment.
- VII. Adjourn: 11:22 p.m.

Minutes taken and prepared by Andrea Aiello
Approved May 24, 2016

