



## 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 May 12, 2016

Castro Community Meeting Room; 501 Castro Street, Second Floor; San Francisco, California

The meeting was called to order at 6:04 pm by Board President Scott James. A basic quorum was present and maintained throughout the meeting.

**Directors Present:** Joel Bubeck, Brian Gougherty, Alex Harken, President Scott James, Alan Lau, Jim Laufenberg, Secretary Pauline Scholten, Shawn Vergara

**Directors Absent and Excused:** Hubert Ban, Pat Sahagun,

**Staff, Guests Present:** Program Coordinator Kristin Wojkowski (taking Minutes) Members of the Public Present: Nick Humann **Staff Absent:** Andrea Aiello

#### **Brown Act Notice**

Scott 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. Guests were invited (but not required) to introduce themselves and to sign in.

#### **Board Meeting Minutes from March 10, 2016**

Amended minutes. **Motion** (M-AL, SV2) To approve March 10, 2016 minutes. No changes. A call for public comment was made on the draft March 10, 2016 minutes (there was none), those minutes were *approved*.

#### **Board Meeting Minutes from April 14, 2016**

No changes to the board meeting minutes. **Motion** (M-AL, SV2) To approve April 14, 2016 minutes. No changes. A call for public comment was made on the draft April 14, 2016 minutes (there was none), those minutes were *approved*.

Consent Agenda – Copies were made available to review. AL made **Motion** to accept all three OEWD grants, JB2, call for public comment, there was none. Approved.

#### **President's Report**

Scott J. notified board that Andrea is absent for family business. Local business EA Merchantile is closing, citing quality of life issues. They are moving to Los Angeles, which leaves another vacancy. Comments: Joel Bubeck expressed concern about City Hall Support once Scott Wiener leaves.

### **Executive Committee Report**

Scott offered board applicant Nick Human the chance to introduce himself. Nick talked about his history and desire to support the neighborhood. Nick currently serves on the Streetscapes Committee. Nick left the room as the board voted. He was unanimously approved. Voting on applicant Hubert Ban was delayed as Hubert was absent from meeting.

Alan Lau talked about the following Personnel policy changes. A copy of Personnel Policy Manual changes was made available for review.

- If a holiday falls on a non working day, you take the next work day.
- The word “accrual” was incorrectly used. Corrected. Once you use time off you can earn more.
- The word “Chair” was changed to President to reflect our Board.
- Part-time defined as 22 hours a week.
- Salary review – we now have guidelines. Bonus formula was discussed.

Scott James opened for questions. Pauline stated the policy makes sense and she was glad to have clarity. Had concern that if an evaluation were low there would still be an increase. Alan explained that the Board can change. Discussed options included a bonus of zero to half if the evaluation is unfavorable or giving the Board 100% discretion to decide based on performance and other aspects. Joel Bubeck pointed out, in bullet 2 of the Personnel Policy Manual changes, in kind donations should not be included in bonus, to keep consistent with another part of the manual. Alan will change wording. Alex Harken feels the language is confusing re: maximum bonus. There was much talk about this and time used. Joel Bubeck suggested we table the bonus and salary review discussion. Motion was made by BG to approve all changes except 5.1 & 5.2 of the Policy Manual Changes, AH2. Call for public comment, there was none. Motion approved.

### **Finance Committee Report**

Treasurer Alan Lau said Andrea will have books in order every quarter. He talked about parts of the budget looking like there was a large deficit, but it was incorrect. It was due to the grants being late. Current surplus deficit is \$403, which is really good. Our last review was negative but the grants are in so it's now balancing out. Scott James asked for questions. There were none.

Jim Laufenberg made **Motion** to make the increase cost for capitalization of fixed assets from \$1000 to \$5000 retroactive to July 1, 2015, JB2. Approved. Finance Committee made **Motion** to include all donations in the administrative fee policy and to document how to expense out the administrative fee, JL2. Call for public comment, there was none. Motion approved.

Alan talked about what Affiliate Members means and asked, if one house is interested in cleaning services should we pursue the whole block? Scott James asked if servicing the block will cover our costs. The answer was yes, it's practical. **Motion** by SJ, AH2. Call for public comment, there was none. Motion approved.

Alan said he and Andrea are working on next year's budget.

### **District Identity and Streetscape Committee (DISI) Report**

Committee Chair Brian Gougherty led the report. Discussed the JPW grant arrival and the public art 4 step process. 1) RFP 2) Discussed the proposals 3) Not asking for a final approval but asking for the board's

blessing to move forward 4) Doing it!

Pauline expressed concerns about running into issues with the Arts Commission previously. Joel asked about the timeline. Brian says about 2-3 months. Scott discussed previous instances of vandalism. Brian made **Motion** to continue to focus on project, JL2. Call for public comment, there was none. Motion approved.

**Motion** from committee was made to draft a letter in support of a Bike Share docking station in Jane Warner Plaza, AL2. Call for public comment, there was none. Motion approved.

### Services Committee Report

Committee member Joel Bubeck talked about evaluation tools to see how satisfied the community is with our services. Suggestions included on-line, Hoodline, mailing and NextDoor.

BBB contract update was made by Alan. It was determined Andrea is needed at table.

### General Public Comment

At 7:44 pm the next Agenda item for General Public Comment was called. There were no public comments.

### Adjournment

The meeting was adjourned at 7:44 p.m.

Minutes taken and prepared by Kristin Wojkowski

Date Approved 06/09/16



Pauline Scholten, Secretary