

**Castro/Upper Market CBD
Finance Committee Meeting
April 4, 2017 9:00 am – 10:00 am
Minutes**

Present: Alex Harken, Treasurer; Board Member Alan Lau, Vice President

Excused: Hubert Ban

Guests/Staff: Andrea Aiello, Exec. Director

- I. Introductions/Approve Minutes/Review of Brown Act: Meeting called to order at 9:05 a.m. All introduced themselves, Brown Act reviewed. Could not approve March minutes, Alex H. was not at March meeting, need to postpone until May meeting.

- II Accept \$1800 for Pink Triangle Park from EVNA and Establish New Class: Andrea reported that DISI voted to accept \$1800 from EVNA specifically to pay for expenses on improvements at Pink Triangle Park. Should we set up a new and separate class for these funds? All agreed, yes.

- III. Approve 3.4% Assessment Increase for FY 2017-18: Andrea reported that the February Western Bureau of Labor Statistics is out and the CPI increase for the Bay Area is 3.4%. She explained that the board is therefore allowed to take a 3.4% CPI increase for the FY 2017-18 budget. **Motion:** AL1, AH2 To accept a 3.4% assessment increase for the FY 2017-18. Call for public comment, there was none. Motion passed.

- IV. Fiscal Agent For Castro Merchants Windows for Harvey: Castro Merchants (CM) have requested that the CBD be their fiscal agent for a small OEWD contract for their Windows for Harvey grant. This was turned down at the March meeting, but new information is the only way that the funds can be transferred to the Castro Merchants is if OEWD amends an existing contract. So, they can not go to SF Study Center or TIDES Center to be their fiscal agent. OEWD would like to amend our Jane Warner Improvement contract. The CM would not have a fiscal agent agreement with us, rather we would have a subcontract with them for the deliverables. **Motion:** AH1, AL2, To accept the \$5,000 amendment to our JWP contract for Windows for Harvey and to then develop a subcontract with the Castro Merchants for the deliverables and charge only a 10% overhead. (Rather than 10% overhead plus 10% towards project management, which is our standard policy.) Call for public comment, there was none. Motion passed.

- VI. Public Comment: There was none.

- VI. Adjourn: Meeting adjourned 10:05 a.m.

Minutes taken and prepared by Andrea Aiello
Approved June 6, 2017