



CASTRO/UPPER MARKET COMMUNITY BENEFIT DISTRICT

584 Castro Street #336; San Francisco CA 94114

www.CastroCBD.org 415-500-1181

Minutes of the Regular Monthly Board of Directors Meeting on October 12, 2017

The meeting was called to order at 6:03 pm. President Chase Chambers. A basic quorum was present and maintained throughout the meeting.

Directors Present: President Chase Chambers, Treasurer Alex Harken, Peter Laska, Vice President Alan Lau, Jim Laufenberg, Pat Sahagun, Secretary Pauline Scholten

Directors Absent and Excused: Brian Gougherty, Hubert Ban, Jamal Cool,

Unexcused: Scott James

Staff Present: Andrea Aiello (Exec. Director and also taking minutes), **Guests Present:** John Goldsmith, Brian Springfield, Erin Elliot

Brown Act Notice

Brian 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 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.

Board Meeting Minutes from August 10, 2017

Board Motion M-JL1, CC2, to approve minutes. No changes. A call for public comment was made. John Goldsmith noted that the Community Challenge Grant was increased to \$100,000. Andrea responded correct, but not by the time of the August board meeting, so the minutes are correct as written. Those minutes were approved.

Executive Director's Report

Andrea spoke of John Fitzinger who passed away on Saturday October 6th. Andrea commented that John will be sorely missed in the community, by merchants, residents and the people living on the street. Mission Station police will also miss John and his knowledge of the neighborhood. Board members shared memories and stories. Chase called for a moment of silence to remember John.

Executive Committee Report

Chase Chambers reminded board members that we are establishing task accountability regarding board retreat list. Andrea will send out the link to the task list. Committee chairs will report back to full board on progress at the December meeting.

Annual Social for the CBD is on November 16th at Blackbird. Thank you Shawn Vergara for use of Blackbird space for party and thank you Jamal Cool for helping Andrea and Kristin organize the party. Reviewed menu options for caterer (local merchant Canela Bistro & Wine Bar), decided on \$20/person option. **Motion** PS 1A1 2 approve \$1700 plus tax and gratuity for caterer. Call for public comment, there was none. Motion passed.

Motion from Executive Committee, Accept Horizons Foundation grant of \$63,910 to fund project manager position for the FHMP. Discussion. Call for public comment, there was none. Motion approved.

Motion from Executive Committee, approve contract with Erin Elliot for \$50,000 for 6 months for FHMP project manager. Discussion, Brian Springfield spoke re: FHMP and his role as secretary of FHMP and the VP for Castro Merchants. Brian introduced Erin. Erin comes to FHMP with extensive experience in program management and most recently managed the 11th Hour Project, human rights program for the Schmidt Family Foundation. Erin introduced herself and said a few words. Erin's family has roots on Castro St. on her father's side, living above what is now Q Bar. Discussion, call for public comment, there was none. Motion passed. Board members welcomed Erin on board. Andrea thanked Brian Springfield for his service on FHMP, noting that he was her right hand person, jumping in to help all the time and at a moments notice.

Motion from Executive Committee to approve \$12,100 contract with Emily Leys Partners In Scale to provide:

- a. Summary of findings and recommendations on board management and board development (one to two pages); and
- b. Table of Contents for the BoD member handbook.
- c. BoD member handbook (format to be determined based on research);
- d. BoD onboarding resources including an outline for the initial orientation meeting/training and a schedule for orientation of new board members; and
- e. BoD refresh training outline(s) for current board members.
- f. Summary of findings and recommendations for working more efficiently (no more than one page);
- g. Recommended updates to 2 existing staff job descriptions;
- h. Job descriptions for at least 2 internships (likely to include responsibilities related to database and social media);
- i. Job description for filling any gaps in staffing and insuring that management of special projects is included; and
- j. Final report with recommendations for CBD working norms and strategies for how to manage growth of the organization and/or its scope of work.

Call for public comment, there was none. Motion approved.

Motion from Executive Committee to approve signing \$100,000 contract with city for Community Challenge grant. Call for public comment, there was none. Motion approved.

Motion JL1, PS2 To support the 40th Anniversary of Harvey Milk's Election event on 11/8/17. Discussion – this motion is only for CBD's support of the event, so CBD can be listed as supporter. Call for public comment, there was none. Motion approved.

Motion JL1, AL2 To approve up to \$5000 from contingency to pay for the 40th Anniversary event. Discussion – clarify – none of these funds will be used for the art. The motion is about paying for the event: sound truck, sound equipment, stage hands, promotion materials, etc. Discussion- not enough information on costs, amendment to motion AL1, PS2 provide authority of Executive Committee at next meeting to review costs and approve expense. Call for public comment, there was none. Motion approved.

District Identity & Streetscape Improvement (DISI) Report

No new information.

Finance Committee

Not ready to discuss relationship with Horizons, CBD, and FHMP will bring back at December meeting.

Motion from Finance Committee Approve 2016-17 CPA Review, discussion, call for public comment, there was none. Motion approved.

Motion from Finance Committee, approve change in employee bonus language for personnel handbook. *Each year, after each employee's annual review, the Board of Directors shall consider the option of providing employees, on an individual, case by case basis, with a bonus. To provide a bonus at all and the amount of the bonus will be at the discretion of the Board of Directors and will be considered as part of the annual review. The amount of bonus shall be recommended by the Finance Committee, with approval by the Executive Committee and final approval by the full Board of Directors at the next board meeting.*

Call for public comment, there was none. Motion approved.

Motion from Finance Committee, Approve amendment to indirect rate language in Fiscal & Governance Policy Manual to To change CBD in-direct charges from 20% to 10% charged as follows: 50% to ED, 30% Accounting, 20% Rent. Program management charges will be charged to program costs and allocated as needed to meet the demands of program implementation. Call for public comment, there was none. Motion approved.

Services Committee Report

Chasereported that things were calm and nothing new to report.

Block By Block is working on a plan to increase the frequency of steam cleaning, above and beyond the quarterly steam cleanings stated in the Castro CBD's Management Plan and our contract with Block By Block.

Land Use Committee Report

Jim presented Castro Hotel, a new boutique hotel planned for 4230 18th St. **Motion** from Land Use Committee to approve Castro Hotel. Discussion, call for public comment, there was none. Motion passed.

Jim presented new development at 1965 Market St. for additional housing, keep retail (Fed Express) on bottom.

General Public Comment

At 7:16 pm the next Agenda item for General Public Comment was called. There were none.

Adjournment

The meeting was adjourned at 7:35 p.m.

Minutes taken and prepared by Andrea Aiello

Date Approved __December 14, 2017_____



Pauline Scholten, Secretary