

## Operations & Stewardship Committee Meeting

April 5th, 2023, 12:00 pm

512 Ellis Street, San Francisco, CA

### Meeting Minutes

**DRAFT\***

\*Minutes subject to change, and not official until approved by Board Committee

Present:

#### **Committee Board Members**

- Isabel Manchester, Chair, Ops & Stewardship Committee, Property Owner Seat (The Phoenix Hotel)
- Cindy Ramesh, Co-Chair, Ops & Stewardship Committee, Property Owner Seat (Hilton Hotel)

#### **Other Board Members**

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#### **TLCBD Staff**

- JaLil Turner, TLCBD Staff
- Curtis Wong, TLCBD Staff
- Greg Moore, TLCBD Staff
- Eric Rozell, TLCBD Staff
- Phoet Tak, TLCBD Staff

Absent:

- Rhiannon Bailard, Vice President, Property Owner Seat (UC Hastings Law)
- Susie McKinnon, Property Owner Seat (Cova Hotel)

#### **Guest(s)**

- John Mello - BBB

#### 1. Call to Order, Welcome

The meeting was called to order at 12:01 PM

#### 2. Community Building: Introductions

Each person went around and shared their connection to the Tenderloin and the work they do.

#### 3. Presentation & Discussion: Review Operations & Stewardship Committee Charter

We reviewed the new charter and discussed the structure and responsibilities for future meetings

Sample structure of future meeting agenda:

- Welcome and Call To Order
- Approve Minutes

- Program/Department updates
- Program Spotlight: Focus on Large Projects and/or Challenges
- Select Spotlight Topic for Next Meeting
- Information Sharing
- Meeting Adjourned

#### Roles and Responsibilities

- Staff lead role will be on a quarterly basis
  - Agenda building + Minutes
    - Phoet (April, May and June), then Eric (July, August, and September), JaLil (October, November, and December), and then John (January, February, and March)
  - Attending Policy & Voice Committee Meeting
    - Eric (April, May and June), then JaLil (July, August, and September), John (October, November, and December), and then Phoet (January, February, and March)
  - Food Logistics
    - Phoet (April), then JaLil (May, June, and July), John (August, September, and October), Phoet (November and December) and then Eric (January, February, and March)
  - Taking notes
    - Curtis volunteered

#### 4. Discussion: Topics for Future Meetings

The topic for the next meeting will be a program/department overview, presentation and challenges

The Spotlight Topic will be a detailed conversation/presentation of BBB structure within TLCBD

#### 5. Information Sharing: Comments, Announcements, Appreciations and Future Items

There was no sharing of any news or announcements

#### 6. Adjournment

The meeting was adjourned at 12:59 PM

Next Operations & Stewardship Committee Meeting

Wednesday, May 3rd, 12:00 pm | 512 Ellis Street