

Finance, Administration & Fund Development Committee Meeting

June 21, 2023, 4:00 pm

512 Ellis Street, San Francisco, CA

Meeting Minutes

DRAFT*

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

Present:

- Adam Tetenbaum, Treasurer & Chair–Administration & Finance Committee, Property Owner Seat (Olympic Residential Group)
- Jeff Pace, Vice Chair–Administration & Finance Committee, Property Owner Seat (St. Anthony’s Foundation)
- Mike Vuong, President, Business Owner Seat (Boys & Girls Clubs of SF)

TLCBD Staff:

- Siggy Bang, TLCBD Staff
- Greg Moore, TLCBD Staff

1. Welcome and Call to Order

The meeting came to order at 4:05 pm.

2. Presentation & Discussion: Review FY23 Revenue vs Budget

Siggy: Started with highlights, including revised FY23 revenue to 6.3M, changes to infrastructure, updates to Clean Operations Strategy (a little more costly than expected)

- Jeff: how much of Clean is one-time charges versus long-term
 - Siggy: consulting with Block by Block to help us transition
 - Greg: want to look at Block by Block training and recruitment to see what can be done/used at TLCBD
- Siggy: Clean budget will most likely go up in FY24
- Siggy: Cash liquidity is as best as ever
- Siggy: Need to continue to update documentation, staff development as it relates to using tools and budget and administrative skills
- Jeff: professional development has multiple train of thoughts; we can invest in how people grow into new roles/positions; we can invest in specific skills, like grant making/seeking

3. Presentation & Discussion: FY24 Revenue—TLCBD vs Program

- Siggy: Tenuous economic/market environment
- Siggy: Risks include Mayor Dept and how they will/won't fund us, along with OEWD
- Siggy: Clean/Park/Safe = 64% of budget
- Siggy: Takes 6 months from billing to collection
- Greg: Is there a way to get money up front?
- Siggy: We have tried, it hasn't been doable with OEWD
- Siggy: Headcount change is based on Clean, Youth Voice increase, etc

4. Discussion: Major actions & deliverables

- Jeff: suggestion, simplify budget, easier to read by others

5. Action: Approve Minutes of Previous Meeting
MOTION: Review and approve the draft minutes of the April Meeting of the Finance, Administration & Fund Development Committee.

Moved by: A. Tetenbaum

Seconded by: M. Vuong

Abstained: J. Pace

Passed: yes

6. Information Sharing: Comment, Announcements and Future Items

The meeting was adjourned at 4:47 pm.

Next Finance, Administration & Fund Development Committee Meeting
Monday, August 16th, 4:00 pm | 512 Ellis Street, San Francisco, CA