

Executive Committee Meeting

Sept 21st, 2022, 5:00 pm

(Meeting is being held online due to the ongoing COVID-19 pandemic)

Meeting Minutes

DRAFT*

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

Present:

Executive Committee

- Mike Vuong, President & Chair of Safe Committee, Business Owner Seat (Boys & Girls Clubs of SF)
- Soha Abdou, Chair Neighborhood Pride, Property Owner Seat (Chinatown Community Development Center)
- Rhiannon Bailard, Vice President, Property Owner Seat (UC Hastings Law)
- Adama Bryant, Secretary, Resident Seat
- Isabel Manchester, Chair, Clean Committee, Property Owner Seat (The Phoenix Hotel)
- Jeff Pace, Co-Chair Audit Committee, Property Owner Seat (St. Anthony's Foundation)
- Adam Tetenbaum, Treasurer & Co-Chair Audit Committee, Property Owner Seat (Olympic Residential Group)

Other Board Members

- Bushra Alabsi, Business Owner Seat (Cross Cultural Center)
- Adrianna Tan, Resident Seat

TLCBD Staff

- Lorraine Lewis, TLCBD Staff
- Kate Robinson, TLCBD Staff
- Alicia Seleska, TLCBD Staff
- Phoet Tak, TLCBD Staff

Absent:

Naomi Maisel, Chair Economic Opportunity Committee, Business Owner Seat (La Cocina Municipal Marketplace)

Guest:

John Mello, Operations Manager, Block By Block

1. **Call to Order. Welcome and Update on Executive Director**

M. Vuong called the meeting to order at 5:06 pm.

2. **Update: Communications & Program Update**

K. Robinson provided highlights including: 25% decrease in human feces in the Tenderloin, Dodge Alley events, and Clean Team updates.

3. **Update: Camera Network**

P. Tak gave camera policy history and Prop 19B. K. Robinson shared that we intend to keep our policy which does not allow live footage access. L. Lewis shared the history of this discussion at an ad hoc committee. Board members agreed with the decision.

Update: Boeddeker Park:

K. Robinson is developing a new MOU with the YMCA at the Boeddeker Park for Park Stewardship program.

Tenderloin Community Action Plan: K. Robinson updated that the planning process continues and staff are participating.

Office Space: K. Robinson shared that one of the biggest takeaways from her internal audit was the need for more office space. Staff are scheduling tours of potential spaces.

Systems: Staff are participating in an Ad Hoc systems committee. Contractor Scott Smith is project managing to develop better systems. Main concerns are grants, internal communications and HR/payroll systems. TLCBD is implementing a new payroll/HR system in the next few months.

Communications: We are putting out an RFP for communications firms to respond to TLCBD's external communications needs.

4. **Update: Clean Program**

J. Mello shared the monthly 311 dashboard which showed an 89% response rate from TLCBD. The 311 program was a pilot from last year with a 30, 60 and 90 day evaluation which has yet to be done. The responsibility is held by DPW. An end date to the pilot has not been shared. K. Robinson stressed the importance of having access to the 311 requests and data as it shows our impact. There will be an Ad Hoc Clean Meeting in early October.

Board of Trustees: The Board approved this a few months prior. There will be a limit of 5 members per term, but there is an unlimited number of terms. The goal of the Trustees is to preserve historical knowledge from its members. M. Vuong created a simple application form and we will move towards solidifying this process.

[Action: At the November Board meeting, Board members will vote on eligibility of potential members]

Funders Forum: TLCBD is hosting a Funders' Forum on October 7th from 11:30am to 1pm at Boeddeker Park. All Board members are encouraged to attend.

Facente Consulting: TLCBD is reengaging with Facente Consulting on a change process from November to December. We've worked with them in the past on evaluation planning and we will continue that work as well as ensure that our organizational structure is in line with our strategic plan.

Action: Approve remote meetings in October

MOTION: Approve Zoom Board and Committee Meetings for the month of October as authorized by AB 361, which allows continued virtual meetings in view of the ongoing active State-proclaimed state of emergency and local recommendations for social distancing.

Moved by: A. Bryant

Seconded by: M. Vuong

Abstained: none

Passed: yes

MOTION: Approve minutes of the June and August meetings of the Executive Committee.

Moved by: A. Bryant

Seconded by: A. Tetenbaum

Abstained: none

Passed: yes

MOTION: Approve Kate Robinson to work with Facente Consulting on a proposal that will outline the operationalization of our communication systems.

Moved by: M. Young

Seconded by: R. Ballard

Abstained: 1

Passed: yes

5. Information Sharing: Comment, Announcements and Future Items

The meeting was adjourned at 6:23 pm.

Next Executive Committee Meeting
October 19, 2022 | Online - Zoom