

Executive Committee Meeting

March 17, 2021, 5:00 pm

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

Meeting Minutes

FINAL/APPROVED 4/21

Present:

Lowell Caulder, President, Business (Studio Dental)

Rhiannon Bailard, Vice President, Property Owner Seat (UC Hastings Law)

Curtis Bradford, Co-Chair of Neighborhood Pride Committee, Resident Seat

Regina Guggenheim, Property Owner Seat (BroadwaySF)

Aashish Karkhanis, Chair of Economic Opportunity Committee, At-Large Seat

Susie McKinnon, Chair of Inviting Space Committee, Property Owner Seat (Cova Hotel)

Adam Tetenbaum, Treasurer, Property Owner Seat (Olympic Residential Group)

Kristen Villalobos, Co-Chair of Neighborhood Pride Committee, Resident Seat

Mike Vuong, Secretary/Chair of Safe Committee, Business (Boys and Girls Clubs of SF)

Simon Bertrang, TLCBD Staff

Lorraine Lewis, TLCBD Staff

Kate Robinson, TLCBD Staff

Alicia Seleska, TLCBD Staff

Absent:

Christy Shirilla, Chair of Clean Committee, Resident Seat

1. Call to Order. Welcome and Introductions

L. Caulder called the meeting to order at 5:06 pm.

2. Action: Approval of Minutes of Previous Meetings

MOTION: Review and approve draft minutes of January 20 meeting of the Executive Committee.

Moved by: M. Vuong

Seconded by: A. Tetenbaum

Abstained: C. Bradford, A. Karkhanis, K. Villalobos

Passed: yes

3. Discussion: Report from Ad Hoc Committee on Board Structure

R. Guggenheim first shared that the Committee addressed the question of whether or not the Board meets the bylaws and structure set forth by the City. The current goal is a Board consisting of 50% property owners, 20% business owners, 20% residents and the rest At-Large. By this standard the Board is not currently in compliance with the management plan at 47% property owners. The Committee recommends either adding one single property owner to create a 16 member Board and being "slightly" out of compliance, or expanding the Board to 20 members, or leaving the Board as is until the 2022 election cycle.

[Next Step: M. Vuong proposed that the Ad-hoc Committee recommend adding a 16th Board seat to the upcoming June slate at the next Board Meeting.]

M. Vuong then presented the Ad Hoc Committee's recommended roles for Board President (responsible for alignment of Program and Organizational Theory of Change, and names Committee Chairs), Vice President (strategic advisor to Board and Staff, Secretary (responsible for collecting and sharing updates from Committee Chairs) and Treasurer (responsible for setting organizational budget and working with Committee Chairs to monitor income and expenses), Committee Chair (responsible for: strategic support for program area when needed, alignment of a program's work and its Theory of Change, and being the Board Liaison for the program area), Board member (responsible for attendance at Board meetings, brings skills, knowledge and resources to meeting and opportunities, and expectation of joining Ad Hoc Committees when appropriate), and Program Lead--Staff (responsible for: setting the strategic plan for the program area, managing ongoing program operations, and connecting with relevant community partners).

He concluded by presenting the Ad Hoc Committee's recommendations for meeting structure which included: having a full Board meeting every other month and reviewing an update email from ED/President on months the Board does not convene, the Executive Committee building a yearly calendar of meetings, Deep Dives and governance actions, and encouraging committee meetings to adjust structure to address each session's needs with working meetings, community meetings and check-in meetings.

[Next Step: The Ad Hoc Committee will also address recommendations for recruitment in future meetings.]

[Next Step: Staff will create a landing page on the website for Board job descriptions and applications.]

[Next Step: The Ad Hoc Committee will finalize their recommendations to present at the upcoming Board Meeting.]

4. Discussion: Report from Ad Hoc Committee on Fundraising

A. Tetenbaum shared a presentation and explained that the Committee broke out current expenses into 4 categories: core operations, pass through programs/expenses, current supplementary programs/expenses, and additional target supplementary programs/expenses. They broke income into: confirmed funding, pass through, unconfirmed funding (that does not mean unlikely), and new funding. There is currently about a \$400,000 shortfall next year. They have 3 ideas for funding: exploring new grants, reaching out to current sources of funding to continue/gain more, and explore other potential funders.

C. Bradford recommended pushing the City to change funding for any programs for a longer term and adding a line in the Board job descriptions that reads, "Board members are expected to make a "meaningful" contribution--meaningful being completely relative to each individual."

[Next Step: Each Ad Hoc Committee will aim to present recommendations at the next Board meeting.]

[Next Step: Staff will create a deep dive for the next Board meeting on SPark.]

[Next Step: M. Vuong will collect Committee Chair updates via email to share at the next Board Meeting.]

5. Information Sharing: Announcements and Future Agenda Items

The meeting was adjourned at 6:30 pm.

Next Executive Committee Meeting
Wednesday, April 21, 5:00 pm | Online - Zoom