



Meeting of the Executive Committee
 Wednesday, March 23, 5:00pm-6:25pm
 Zoom Meeting ID 852 0027 8427
 (email info@tlcbd.org or call 415-292-4812 for password)

Agenda Item	Owner	Start	Dur.
1. Welcome & Update on Executive Director	Michael/ Abigail	5:00pm	10m
2. Discussion: Communications Updates <u>Goal:</u> Committee questions about monthly updates. <ul style="list-style-type: none"> Preparation: Review Monthly Communications Update. 	Abigail/ Mike	5:10pm	10m
3. Update: Clean Program Update <u>Goal:</u> Christy/Abigail presents monthly update on TLCBD Clean Program with committee questions. <ul style="list-style-type: none"> Preparation: Review February Clean Team Report and 311 Dashboard. 	Christy/ Abigail	5:20pm	10m
4. Update: TL Emergency Response Update <u>Goal:</u> Mike & Christy present monthly update on TLCBD's work as partner in TL Emergency Response with committee questions.	Michael/ Christy	5:30pm	20m
5. Update & Discussion: Review of Operational Continuity Plan <u>Goal:</u> Ensure Exec Committee is understanding of current plans while the Executive Director is on leave. Added Note: Signatories for the B of SF are in the process of being updated. Normally, this would require a board resolution but due to the unexpected nature, an approval letter signed by Board President and Secretary sufficed.	Abigail/ Mike	5:50pm	20m
6. Action: Approve Remote Meetings in April <u>Goal:</u> Approve Zoom Board and Committee Meetings for the month of December as authorized by AB 361, which allows continued virtual meetings as long as there is a state-proclaimed state of emergency. <ul style="list-style-type: none"> Preparation: Review DRAFT Proposed Motion. 	Michael/ Abigail	6:10pm	5m
7. Action: Approve Minutes of Previous Meetings <u>Goal:</u> Review and approve minutes of the February meeting of the Executive Committee. <ul style="list-style-type: none"> Preparation: Review Draft Minutes. 	Aashish	6:15pm	5m
8. Information Sharing: Comment, Announcements and Future Items <u>Goal:</u> Members of the public share general comments on items not on agenda. Committee members share relevant announcements and suggest potential future Board agenda items. *Optional - Extra Time to Check-In for those who want to process*	Michael	6:20pm	5m



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