



Finance, Administration & Fund Development Committee Meeting

February 19, 2025, 4:00 pm

48 Golden Gate Avenue, San Francisco, CA

Meeting Minutes

DRAFT*

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

Present:

- Brennan Foley, Treasurer/Chair–Finance, Admin & Fund Development Committee, Property Owner Seat (Hilton)
- Patricia Tu, Business Owner Seat

TLCBD Staff:

- Kate Robinson, TLCBD Staff
- Enrique Ovando, TLCBD Staff
- Frank Turbeville, TLCBD Staff
- Nicole Patel, TLCBD Staff

1. Welcome and Call to Order

The meeting came to order at 4:05 pm.

2. Update: People and Culture

N. Patel provided updates on key initiatives. The *Know Your Rights* training is in progress, while the *Workplace Violence Prevention Plan* has been completed, with training rollout planned. System updates include the successful implementation of Google Drive, ensuring each department now has a secure drive. However, due to glitches in Paycor, an audit of employees' 401(k) and PTO is necessary. Additionally, the team is exploring a new HRIS system to centralize payroll, benefits, training, 401(k), and other HR functions.

3. Update: Finance

F. Turbeville provided an overview of the organization's financial position, including a review of the *Statement of Financial Position (Balance Sheet)*. Advances were issued to cover six months of park expenses due to a delay in the city's contract, but the city has since advanced the next six months of funding. To prevent similar financial strain in the future, the team will address funding scheduling with OEWD. Additionally, all directors now have access to budget insights to better manage their respective departments.

4. Action: Approve Minutes of Previous Meeting

MOTION: Review and approve the draft minutes of the March Meeting of the Finance, Admin and Fund Development Committee.

Moved by: B. Foley

Seconded by: P. Tu

Abstained: NA

Passed: yes

5. Information Sharing: Comment, Announcements and Future Items

B. Foley request financial statements from the previous year for comparison purposes.

P. Tu requested TLCBD share our cleaning services flyer so she can promote to her circle.

The meeting was adjourned at 4:50 pm.

Next Committee Meeting

April 16, 2025, 4:05 pm | 48 Golden Gate Avenue, San Francisco, CA