

**Yerba Buena Community Benefit District
Interim Board of Directors Meeting
October 14, 2008
4-6pm**

Roe Restaurant and Lounge (651 Howard Street)

MINUTES

Present: Almond, Berg, Bobbitt, Brennan, J. Brown, Chappell, Crosson, Diamond, Elberling, Feldman, Field, Flanagan, Glick, Goldes, Johnson, Lamb, Lattin, MacFadyen, McMillin, Nettles, Noguchi, Pickering, Tao, Yamamoto

Excused with Absence: Dura

Unexcused Absence: L. Brown, Hartman

Staff: Hoell

I. Introductions

II. Minutes

- In a unanimous vote, the Board approved the 9/9/08 minutes. **MSC Pickering/Berg.**

III. Interim Staff

- In a unanimous vote, the Board approved a contract with the Yerba Buena Alliance for interim staff through 12/31/08 and authorized payment to the Yerba Buena Alliance for \$100,000 spent on Yerba Buena CBD formation costs. **MSC Chappell/Lattin.**
- In a unanimous vote the Board accepted an invoice from the Yerba Buena Alliance for interim staff time August-September. **MSC Pickering/Chappell.**

V. Incorporation Committee

- In a unanimous vote the Board approved a \$15,000 contract with Manatt, Phelps & Phillips to provide legal support for the incorporation process. **MSC Crosson/Pickering.**
- In a unanimous vote, the Board approved the Articles of Incorporation for the Yerba Buena Community Benefit District. **MSC Glick/Lamb.** The Articles serve as the YBCBD's contract with the state.
- The Incorporation Committee presented draft bylaws. Feedback must be submitted to staff by 10/24.

VI. CBD Overview

- An implementation timeline was presented, outlining all activities leading to the launch of services in January. The Executive Committee, when appointed, will address the issue of permanent staffing. In a unanimous vote, the Board accepted the timeline. **MSC Berg/Pickering.**
- The conceptual budget created during the CBD formation process was presented and, in a unanimous vote, approved as a conceptual budget to provide "not to exceed" guidance for all RFPs. **MSC Chappell/Feldman.**
- A formal budget will be drafted and presented for approval at the annual meeting in January. In a unanimous vote the Board created a Finance Committee and appointed Dan Goldes (Treasurer) as Chair. **MSC Feldman/Bobbitt.**

VII. Services/RFP Committee

Approved 11/18/08. **MSC Pickering/Berg.**

- In a unanimous vote the Board approved the \$770,000 cleaning and maintenance RFP. **MSC Pickering/Almond.**

VIII. Marketing /PR Committee

- In a unanimous vote, Rhiannon MacFadyen was elected chair of the Marketing/PR Committee. **MSC Lamb/Yamamoto.**

IX. Public Comment

- A resident raised a number of questions about the CBD's governance, changes to the Management Plan, and assessment allocations.