

**Yerba Buena Community Benefit District**  
**Interim Board of Directors Meeting**  
**November 18, 2008**  
**2-4pm**

**Metreon (101 Fourth Street)**

**MINUTES**

**Present:** Almond, Berg, Bobbitt, Brennan, Chappell, Crosson, Dura, Elberling, Feldman, Flanagan, Goldes, Hartman, Lamb, Lattin, MacFadyen, McMillin, Noguchi, Pickering, Yamamoto

**Excused Absence:** J. Brown, Diamond, Field, Glick, Nettles,

**Unexcused Absence:** L. Brown, Hartman, Tao

**Staff:** Hoell

**I. Minutes**

- In a unanimous vote, the Board approved the 10/14/08 minutes. **MSC Chappell/Pickering.**

**II. Incorporation Committee**

- The Incorporation Committee presented the bylaws and organizational resolutions. Board members drew lots to determine terms (see attached).
  - In a unanimous vote, the Board approved the Bylaws. **MSC Goldes/Pickering.**
  - In a unanimous vote, the Board fixed the number of directors. **MSC Crosson/Feldman.**
  - In a unanimous vote, the Board approved the election of officers. **MSC Crosson/Lattin.**
  - In a unanimous vote, the Board approved the accounting year. **MSC Pickering/Berg.**
  - In a unanimous vote, the Board approved the method of accounting. **MSC Brennan/MacFadyen.**
  - In a unanimous vote, the Board approved opening a bank account and designated check signers. **MSC Feldman/Lamb.**
  - In a unanimous vote, the Board approved payment of incorporation and organization expenses. **MSC Pickering/Berg.**
  - In a unanimous vote, the Board approved the conflict of interest policy. **MSC Crosson/Yamamoto.**
  - In a unanimous vote, the Board approved the records retention policy. **MSC Berg/Elberling.**
  - In a unanimous vote, the Board approved the whistleblower policy. **MSC Lattin/Noguchi.**
  - In a unanimous vote, the Board approved the application for exemption from federal and state taxes. **MSC Berg/Yamamoto.**
  - In a unanimous vote, the Board approved the execution of the statement of information. **MSC Pickering/Chappell.**
  - In a unanimous vote, the Board approved the registration with the Registry of Charitable Trusts. **MSC Chappell/Berg.**
- The Committee also presented an overview of the process to respond to public comment during meetings.

**III. Services Committee**

- After outlining the extensive evaluation process (RFP, Bidders Conference, evaluation, interviews), the Services Committee recommended hiring Service Group, Inc. as the provider of

Approved 10/14/08. MSC Feldman/Bobbitt.

cleaning and maintenance services. After much discussion, in a unanimous vote the Board approved the Committee's recommendation to move forward with SGI and begin negotiation of a possible contract. **MSC Crosson/MacFadyen.**

**IV. Marketing/PR Committee**

- The Marketing/PR Committee presented an RFP for the creation of a corporate identity/logo and related collateral materials including field staff uniforms. In a unanimous vote the Board approved the \$5,000 corporate identity RFP. **MSC Brennan/Crosson.**

**V. Executive Director's Report**

- In a unanimous vote the Board accepted the invoice from the Yerba Buena Alliance for interim staff time in October. **MSC Yamamoto/MacFadyen.**

**VI. Public Comment**

- There was no public comment.