

Yerba Buena Community Benefit District
Interim Board of Directors Meeting
December 9, 2008
4-6pm

Metreon (101 Fourth Street)

MINUTES

Present: Almond, Bobbitt, J. Brown, Bryant, Chappell, Crosson, Diamond, Drake, Dura, Elberling, Feldman, Field, Glick, Goldes, Hartman, Lamb, Lattin, MacFadyen, McMillin, Nettles, Noguchi, Tao, Yamamoto

Excused Absence: Brennan, L. Brown, Pickering

Unexcused Absence:

Staff: Hoell

I. Chair's Report

- The February, March, and April meetings will be at Nordstrom, not the Metreon. Additional meeting hosts are needed for 2009.
- Roe Restaurant will retain their seat on the Board. Roe's new representative, Danny Phelan, will attend the January meeting.
- The Conflict of Interest Policy was referenced; no Board members announced a conflict.

II. Minutes

- In a unanimous vote, the Board approved the 11/18/08 minutes. **MSC Feldman/Bobbitt.**

III. Executive Committee

- To receive the first installment of the assessments, the YBCBD must approve the contract with the Office of Economic and Workforce Development (OEWD). In a unanimous vote, the Board approved the CBD contract with OEWD. **MSC Crosson/Yamamoto.**
- The Executive Committee is currently researching best practices regarding staffing structures with the CBDs in San Francisco, and similar sized districts around the country. As a result, the timeline to present a staffing recommendation has been lengthened.
- The current interim staffing contract expires 12/31/08. To ensure ongoing staff support, the contract must be extended. In a unanimous vote, the Board approved extending the contract through 1/31/09 and increasing the hours to 50/week. **MSC Chappell/Elberling.**
- At the January meeting, staff will present an updated hourly rate based on the Yerba Buena Alliance's 2009 budget and an overview of the ways staff hours are spent.

III. Services Advisory Committee

- The Board's 11/18/08 vote to begin negotiating a possible contract for cleaning and maintenance services has been challenged. As a result, the Executive Committee sought legal advice and, based on the attorney's recommendation, has suspended the RFP process.
- Based on the attorney's recommendation, an Inquiry Advisory Committee will be formed to evaluate the process used to make the decision. The Board appointed Heather Almond, Jim Chappell, Carolyn Diamond, John Elberling, Regina Flanagan, Dan Goldes, and Rhiannon MacFadyen as members of the Services Advisory Committee. **MSC Crosson/Lamb; opposition Feldman.**
- The legal firm that has advised the Executive Committee on this matter has submitted a proposal for legal services supporting the Inquiry Advisory Committee not to exceed \$15,000.

Approved 1/13/09, **MSC Berg/Lamb**

The Board approved moving forward with the contract for Inquiry legal support. **MSC Lamb/Chappell; opposition Nettles, Drake.**

- In a unanimous vote, the Board appointed Joe Brennan (Chair), John Brown, Steven Glick, LJ Hartman, Greg Lattin, Jesse Leite, Barbara McMillin, and Jay Scholten as members of the Inquiry Advisory Committee. **MSC Yamamoto/MacFadyen.**

IV. Marketing/PR Advisory Committee

- After outlining the extensive evaluation process the Marketing/PR Committee recommended hiring lowercase productions to create a corporate identity/logo and related collateral materials including field staff uniforms. In a unanimous vote the Board approved the Committee's recommendation to offer lowercase productions a \$4,250 contract. **MSC Bobbitt/Diamond.**
- In a unanimous vote, the Board appointed Rhiannon MacFadyen (Chair), Ray Bobbitt, Laurie Brown, Laura Haber, Missy Heanue, Paul Lamb, Barbara McMillin, Eric Tao, and Audrey Yamamoto as members of the Marketing/PR Advisory Committee. **MSC J. Brown/Bryant.**

V. Finance Advisory Committee

- The Finance Committee presented a draft budget for FY 08-09 and a preliminary budget for FY 09-10. The formal FY 08-09 budget will be approved at the Board's annual meeting 1/13/09. The FY 08-09 budget includes a number of one-time start-up costs. A memo outlining major financial milestones was included with the budget.

VI. Executive Director's Report

- In a unanimous vote the Board accepted the invoice from the Yerba Buena Alliance for interim staff time in November. **MSC Bobbitt/Chappell.**

VII. Public Comment

- There was no public comment.