



Board of Directors Meeting Agenda
San Leandro Improvement Association
Thursday, March 10, 2022, 11:00 a.m. - 1:00 p.m.
Estudillo Plaza (1221 Washington Ave.)

AGENDA:

- 1. Call to Order – President, Emily Griego**
- 2. Roll Call – Secretary, Angele Sweet**
- 3. District Walk** **Discussion**
 - a. The board will tour the core of the district along E. 14th from Davis St. to Elsie Ave.
 - b. The board will convene at Café Sorriso (1501 Washington Ave.) at approximately 12:15 for the remainder of the meeting.
- 4. Approval of Minutes** **Action**
 - a. November 9, 2021
 - b. January 13, 2022
- 5. Adjournment**

BROWN ACT: *Government Code 54950 (The Brown Act) requires a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at 384 W. Estudillo Avenue, San Leandro, CA 94577. This meeting is noticed and conducted pursuant to § 54953(b) as amended by Executive Order N-25-20. Action may not be taken on items not identified as such and posted on the agenda.*



San Leandro Improvement Association

DRAFT Board Meeting Minutes

November 9, 2021

Boys & Girls Club of San Leandro

2200 Marina Blvd., San Leandro, CA

Present: Katie Bowman (Secretary), Deborah Cox, Emily Griego (President), Shannon Hackley, Robert Jones, Long Van Nguyen (Treasurer), Betty Shon, Angele Sweet, and Kimberly Pace (Vice-President), Pete Ballew (Alternate), Nicole Franklin, and Matt Holmes.

Absent: David Irmer, Ted Nguyen, Emilio Garcia

Guests: Rob Scribner, Justin Osler

Staff: Morgan Mack-Rose

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Call to Order	Meeting called to order at 8:35.	
2. Roll Call	M. Mack-Rose took role.	
3. Approval of Minutes	September 9, 2021, minutes were approved as presented.	Moved: A. Sweet Second: E. Griego Approved: Unanimous
4. Executive Director's Report	M. Mack-Rose presented YTD cleaning statistics. She pointed out that the number of hours spent watering dropped significantly with the newly installed self-watering planters and that the board should consider replacing the cement planters on E. 14 th . She also discussed hiring challenges given the current labor market. This is compounded by not offering an hourly rate that is competitive with Downtown Oakland. Neighboring BIDS are all having to increase their starting wage to compete. The proposed 2022 FY Budget includes an increase in the hourly wage. Safety Ambassador program implementation has been	INFORMATION

	<p>delayed because Block By Block has not been able to hire.</p> <p>She announced the Downtown Fall Planting Party on November 13. The replanting of bulb-outs is a partnership with the City Manager's office which is sharing the cost with a \$7,000 grant.</p> <p>M. Mack-Rose recapped that the community had donated over \$10,000 to repair/replace the damaged Nutcrackers and \$27,000+ in sponsorships was provided by businesses and organizations.</p>	
5. 2022 Fiscal Year Budget	<p>Treasurer Nguyen recapped the organization's balance sheet noting that the SLIA only has a \$70K liability and our cash balance is healthy.</p> <p>M. Mack-Rose noted that the 2022 proposed budget balances with anticipated revenue, leaving carry-over from the previous year for one-time, board approved expenses.</p>	<p>Moved: Kim Pace Second: Angele Sweet Abstain: Nicole Franklin Approved</p>
6. Bylaws Amendment	<p>The board voted to change the bylaws to reflect a January 1 – December 31 Fiscal Year. The only fiscal impact will be a one-time additional 990 filing for the month of December.</p>	<p>Moved: Deborah Cox Second: Shannon Hackley Approved: Unanimously</p>
7. Anti-Sexual Harassment & Discrimination Policy	<p>The board voted to approve the Anti-Sexual Harassment & Discrimination Policy that was presented at the November Annual Meeting. All board members and employees will be required to sign the policy annually.</p>	<p>Moved: Kim Pace Second: Betty Shon Approved: Unanimously</p>
8. Election/Re-Election of Board of Directors	<p>The following members were re-elected to a 2-year term:</p> <ol style="list-style-type: none"> 1. BART Representative 2. Robert Jones 3. Deborah Cox 4. Katie Bowman 5. Long V. Nguyen 6. Betty Shon 7. Angele Sweet <p>Shannon Hackley announced that she needed to step down mid-term due time constraints.</p> <p>The following individual was elected to a 2-year term:</p> <ol style="list-style-type: none"> 1. Justin Osler 	<p>Motion to re-elect Moved: Katie Bowman Second: Kim Pace Approved: Unanimously</p> <p>Motion to elect Moved: Emily Griego Second: Deborah Cox Approved: Unanimously</p>

9. Election/Re-Election of Board of Officers	The following officers were elected for the 2022 year: Emily Griego – President Matt Holmes – Vice President Long V. Nguyen – Treasurer Angele Sweet – President	Moved: Deborah Cox Second: Kim Pace Approved: Unanimously
10. Adjournment	10:30 a.m.	

Minutes by M. Mack-Rose

DRAFT



San Leandro Improvement Association
DRAFT Board Meeting Minutes
Thursday, January 13, 2022, 8:30 a.m. – 10:00 a.m.
Telephonic Meeting

Present: Katie Bowman, Deborah Cox, Emily Griego (President), Long Van Nguyen (Treasurer), Betty Shon, Kimberly Pace, Matt Holmes (Vice President), and Justin Osler

Absent: Robert Jones, Angele Sweet, BART Representative, Pete Ballew (Alternate)

Staff: Morgan Mack-Rose

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Call to Order	E. Griego called the meeting to order at 8:33	
2. Public Comment	K. Bowman indicated that 150 businesses had completed the pre-application for the Rent Relieve funds (\$750,000 available in total). Assistance is available to complete the full application for those who qualify.	
3. Approval of Minutes	Approval of November 9, 2021, minutes were postponed.	
4. Review of Financials	<p>Treasurer L. Nguyen reviewed Year-End Operating Statement and Balance Sheet for the fiscal year ending November 30, 2021. Overall, the organization is in a solid cash position with approximately \$100,000 in unallocated cash-carryover and only \$70,000 in external liabilities. Other fiscal year highlights include the PPP loan forgiven in February 2021 and the repayment of an SBA EIDL in September 2021.</p> <p>L. Nguyen explained that the transition to a January 1 fiscal year required filing a “Short” one-month fiscal year. He reviewed the Year-End Operating Statement and Balance Sheet for the fiscal year ending December 31, 2021. While it shows a negative balance, this is an anomaly due to not recognizing deferred revenue until January 1 and two months</p>	INFORMATION

	<p>bill service to Block by Block. Also of note was the drawing down of Restricted Program funds by approximately \$100,000 to purchase the Big Belly smart trash cans, which will be installed in March 2022.</p>	
<p>5. Committee Assignments and Adoption of Board Calendar</p>	<p>Overall, the Board agreed on the need to recruit more Board and committee members and for committees to meet as needed to accomplish goals (though, at a minimum of six times per year). The first committee meetings will center on identifying and calendaring goals for the year. M. Mack-Rose noted that because the committees have less than a quorum of Board members, they are not subject to the Brown Act and that meetings can be less formal.</p> <p>Additionally, the Board discussed and determined a board meeting schedule rooted in the district and raised the visibility of its work and purpose.</p> <p>MOTION: Motion to approve the placement of board members on committees as discussed and authorize Board President and Executive Director to finalize list after following up with those not present and approve the adoption of the Board Calendar as discussed and authorize the Board President and Executive Director to make updates as needed.</p>	<p>ACTION</p> <p>M/S/C K. Bowman D. Cox Unanimous</p>
<p>6. Executive Director Report</p>	<p>M. Mack-Rose noted that the Nutcracker Sponsorship program was highly successful with \$23,600 in sponsorships. Additionally, the community contributed approximately \$12,000 for the repair/replacement of vandalized nutcrackers. She indicated that the nutcrackers are inherently fragile and that a more durable solution should be sought for 2022.</p> <p>Mack-Rose reported that while the program is not fully staffed, Safety Ambassadors began patrolling in December. They are being well received by merchants and have been assisting the City in disseminating information about Covid relief programs. She also noted that they succeeding at deterring unwanted activity at the City’s public parking garage. The program will continue to develop in the coming months.</p> <p>The Big Belly cans were purchased, and installation is expected in March. However, specific sites have not been finalized, pending City approval.</p> <p>M Mack-Rose has been attending the City’s weekly 150th Anniversary Planning Committee meetings. The hope is to have an event every month, beginning in March. Mack-Rose has committed to having a “Re-Discover Downtown San</p>	<p>INFORMATION</p>

	<p>Leandro” event and was originally planning on April but may push the date to coincide with the completion of several significant developments downtown in May. She has also been attending the Downtown Merchant Assoc board meetings. The DA cannot produce Sausage and Suds this year but would like to in 2023 after a renewed push for volunteer engagement. They are planning a large 2022 It’s a Wonderful Night event in December. Of course, all events will need to be flexible in case of unforeseen pandemic developments.</p>	
7. Adjournment	<p>Meeting adjourned at 9:50 a.m.</p>	

Minutes by M. Mack-Rose

DRAFT

San Leandro Improvement Association
Balance Sheet Standard
As of February 28, 2022

1:53 PM
03/07/22
Cash Basis

	Feb 28, '22	Jan 31, '22	Feb 28, '21
ASSETS			
Current Assets			
Checking/Savings			
Fremont Operations Account 7400	44,678.65	3,676.66	3,908.31
10100 — Fremont Payroll Account 7826	184.43	386.71	2,338.14
Fremont Savings Acct 6471	42,873.76	88,872.07	282,402.60
Fremont MMC 6420	467,203.24	330,187.76	177,432.83
Total Checking/Savings	554,940.08	423,123.20	466,081.88
Total Current Assets	554,940.08	423,123.20	466,081.88
TOTAL ASSETS	554,940.08	423,123.20	466,081.88
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 — Accounts Payable			2,933.48
Total Accounts Payable			2,933.48
Credit Cards			
Fremont MC	-2,539.31	-3,709.60	116.32
Total Credit Cards	-2,539.31	-3,709.60	116.32
Other Current Liabilities			
Restricted Program Funds	175,727.84	175,727.84	
SBA EIDL			150,000.00
San Leandro Loan 2017	63,125.41	63,125.41	70,139.31
Total Other Current Liabilities	238,853.25	238,853.25	220,139.31
Total Current Liabilities	236,313.94	235,143.65	223,189.11
Total Liabilities	236,313.94	235,143.65	223,189.11
Equity			
30000 — Opening Balance Equity	122,325.20	122,325.20	122,325.20
32000 — Unrestricted Net Assets	-18,578.36	-18,578.36	-119,259.97
Net Income	214,879.30	84,232.71	239,827.54
Total Equity	318,626.14	187,979.55	242,892.77
TOTAL LIABILITIES & EQUITY	554,940.08	423,123.20	466,081.88

(1)

(2)

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| <ol style="list-style-type: none"> 1. Deposited Assessment Revenue. 2. Continued draw down of credit from overpayment made in January. |
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San Leandro Improvement Association

Operating Statement

February 2022

Cash Basis

	Feb '22	Jan '22	Feb '21	
Ordinary Income/Expense				
Income				
Assessment Income	161,599.15	124,908.22		(1)
Programs Income				
Holiday	97.50	7,083.00		
Total Programs Income	97.50	7,083.00		
Non Assessment Revenue			27,500.00	(2)
Total Income	161,696.65	131,991.22	27,500.00	
Gross Profit	161,696.65	131,991.22	27,500.00	
Expense				
Interest expense		1,060.73		
Administration				
Admin Misc.	52.86	68.61	5.90	
Bank Charges/CC Interest Charge	33.95	-3,725.92	-6.00	(3)
Total Staff Administration	4,130.32	4,583.22	4,044.45	(4)
Dues and Subscriptions	725.00			
Rent	750.00	750.00	750.00	
Office Supplies / Equipment	140.41	181.15	74.61	
Legal	25.00			
Phone and Communications	55.60	55.83	272.58	
Office Cleaning			225.55	
Total Administration	5,913.14	1,912.89	5,367.09	
DISI				
Social Media		25.18		
DISI Staff Admin	3,312.00	3,312.00	3,184.62	
Seasonal Displays	1,576.15	489.34		(5)
Web Site	28.12	7.95	18.17	
Total DISI	4,916.27	3,834.47	3,202.79	
SOBO				
Total Safety Ambassadors	18,205.56			(6)
Total Cleaning Ambassadors			18,986.99	(7)
Public Space Maintenance	430.00	430.00	430.00	
Total Nursery Supplies & Equipment		414.64	49.23	
Rent / Storage	750.00	750.00	750.00	
SOBO Admin	736.00	736.00	707.68	
SOBO Contingency	116.30		2,665.00	
Total SOBO	20,237.86	2,330.64	23,588.90	
Total Expense	31,067.27	9,138.73	32,158.78	
Net Ordinary Income	130,629.38	122,852.49	-4,658.78	
Net Other Income	17.21	16.71	30.66	
Net Income	130,646.59	122,869.20	-4,628.12	

1. Private Property Assessments Collected In November.
2. 2021 PPP Loan forgiven.
3. January had a credit card overpayment.
4. Internation Downtown Assoc. dues.
5. Holiday Tree platform and banners.
6. Safety Ambassador Services December & January.
7. Cleaning Ambassador Services for December & January will be reflected in March.