

Downtown SAN LEANDRO

Board of Directors Meeting
San Leandro Improvement Association
Thursday, Sept 10, 2020, 8:30 a.m. – 10:00 a.m.
Telephonic Meeting
Dial In: 1 (669) 900-6833 Meeting ID: 836 1429 1195
<https://us02web.zoom.us/j/83614291195>

AGENDA:

- 1. Call to Order – President, Emily Griego**
- 2. Roll Call – Secretary, Katie Bowman**
- 3. Public Comment – Announcements (8:35)**
- 4. Approval of Minutes (8:45) **Action Item****
- a. July 9, 2020
- b. July 14, 2020—Action by Written Consent
- c. August 27, 2020—Special Meeting
- 5. Review of Financials – M. Mack-Rose (8:47)**
- 6. Application for SBA Loan – L. Van Nguyen (8:53) **Action Item****
- a. Shall the Board accept a \$150,000 Economic Impact Disaster Loan from the SBA with a 30-year term at 2.5% interest rate.
- 7. Agreement for Supplemental Security Services – G. Galvan (9:08) **Action Item****
- a. Shall the Board suspend the \$85,000 annual contract for supplemental policing services with the City of San Leandro.
- 8. SLIA Decision Making Matrix – K. Pace (9:23) **Action Item****
- a. *Shall the Board adopt the presented Decision Making Matrix for protocols not specified by Bylaws or Disbursement Agreement.*
- 9. SLIA Priorities for 2020-21 Fiscal Year – E. Griego (9:38) **Action Item****
- a. *Discussion and adoption of top four board priorities for upcoming operational year.*
- 10. Appointment Board Nominations Committee – E. Griego (9:55) **Action Item****
- a. *Per bylaws, the Board Presidents and at least two Board Members must serve on annual Board Nominations Committee.*
- 11. Next Board Meeting -**- a. Please hold October 8, 2020, 8:30 – 9:30 for potential SPECIAL MEETING

BROWN ACT: Government Code 54950 (The Brown Act) requires that 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

384 W. Estudillo Avenue, 2nd Floor • San Leandro, CA 94577 • Phone: 510-281-0703
Email: Mail@DowntownSanLeandro.com • Website: www.DowntownSanLeandro.com
Facebook: [DWTNSanLeandro](https://www.facebook.com/DWTNSanLeandro) • Twitter / Instagram / Pinterest: [@DWTNSanLeandro](https://twitter.com/DWTNSanLeandro) • [#DWTNSanLeandro](https://www.instagram.com/DWTNSanLeandro)

Downtown SAN LEANDRO

San Leandro Improvement Association

Board Meeting Minutes

July 9, 2020 – 8:30 am.

Telephonic

Present: Pete Ballew, Katie Bowman (Secretary), Deborah Cox, Nicole Franklin, Gordon Galvan, Emilio Garcia, Emily Griego (President), Shannon Hackley, Matt Holmes, David Irmer, Robert Jones, Jacqueline Montero-Flynn, Ted Van Nguyen, Betty Shon, Angele Sweet, and Kimberly Pace (Vice-President)

Absent: Long Van Nguyen (Treasurer)

Guests: Melea Solheim, Vice President of Corporate Services, Streets Plus, Brian

Staff: Morgan Mack-Rose

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Call to Order	<p>At the start of the meeting, the following was read into the record:</p> <p>Before roll call, I would like to make clear for the record of this meeting, and it should be reflected in the minutes that this meeting is conducted pursuant to California Government Code Section 54953, in that all members are participating by speakerphone. In accordance with the Ralph M. Brown Act, the teleconference participation information has been identified in the notice and agenda for this meeting.</p> <p>We will be recording attendance and all votes by Roll Call.</p>	
2. Roll Call	Morgan Mack-Rose took roll call.	

SAN LEANDRO IMPROVEMENT ASSOCIATION

Downtown SAN LEANDRO

<p>3. Public Comment-Announcements</p>	<p>D Cox: The City created a quick process for retail and restaurants to obtain outdoor seating permits. Eden Housing has broken ground on a 62 unit affordable housing project designated for disabled people and veterans at San Leandro Blvd & Parrot St.</p> <p>K Pace: The Boys and Girls Club renovation is 40% completed. She thanked Shannon Hackley and Emilio Garcia for assistance on signage and marketing and appreciated the board and community's support. The estimated completion for the project is January 2021.</p> <p>P Bellew: There will be a Town Hall meeting on Monday, July 13, for Districts 3, 4, 6. At that time, Mayor Cutter will announce the formation of a Community Finance Committee and Community Equity & Race Committee.</p> <p>S Hackley: Appreciated the Art for Change program through the Chamber to put a mural on her building.</p> <p>E Griego: Leadership San Leandro had its graduation last week. Photos can be found on their social media pages.</p> <p>K Bowman: The Council approved a limit on third party food delivery programs (i.e., Uber Eats, Door Dash). The ordinance cut the fees in half, which will benefit our businesses. Regarding outdoor seating permits, the process is confusing for applicants because ABC is not issuing permits, and businesses are getting mixed messages. Alameda Co. Health is trying to work with ABC to get those permits issued.</p>	<p>INFORMATION</p>
<p>4. Board Planning Session</p>	<p>A board planning session will be held on August 27, 8:30 am – 1:30 pm, location TBD. If we are unable to meet in person, the session will be held via Zoom.</p>	
<p>5. Approval of May 14, 2020 Minutes</p>	<p>There were no amendments.</p>	<p>APPROVED AS PRESENTED Moved: D. Cox Second: E. Griego Unanimous</p>

SAN LEANDRO IMPROVEMENT ASSOCIATION

Downtown SAN LEANDRO

<p>6. Review of Financials</p>	<p>May and June actuals and the Balance Sheet were presented. SLIA remains on target with its adopted budget. A \$4,000 COVID SBA grant was received, as was a \$27,500 forgivable PPP loan. Staff will submit for loan forgiveness in August.</p>	<p>INFORMATION</p>
<p>7. Executive Directors Report</p>	<p>Morgan Mack-Rose appreciated the board members taking the time to serve, and their flexibility as meetings are scheduled and canceled. She committed to making sure that board member's time was used effectively.</p> <p>Operational hours have been changed to 6:30 am – 3:00 pm, seven days per week based on a new agreement with Library Services regarding SLIA's responsibility to open and close Casa Peralta's gates. The Library will assume responsibility for closing the gates.</p> <p>Mack-Rose went over current staffing levels being 25% below normal operations. She has put off hiring a fourth person in anticipation of potential operational changes.</p>	<p>INFORMATION</p>
<p>8. Agreement for Supplemental Security Services</p>	<p>Suspending the agreement was discussed. There was extensive discussion regarding the impact on safety and homeless issues in the downtown area. Gordon Galvan indicated that the agreement was partially addressing the gap for security services that Block by Block used to deliver. Pete Ballew suggested that we ask for a policer manager (such as a lieutenant) to be assigned to the downtown if the agreement was canceled. He also indicated that SLPD services could be contracted seasonally if necessary (i.e., around the holidays).</p> <p>Further discussion was had after seeing the SOBO services presentation. A motion was made directing staff to seek either a waiver or a deferral of July and August contract payments. Pete Ballew opposed the motion based on setting a precedent for waiving contract fees.</p>	<p>TABLED Motion: D. Cox Second: D. Irmer Unanimous</p> <p>APPROVAL Motion: G. Galvan Second: S. Hackley Opposed: P. Ballew Motion Carried</p>

SAN LEANDRO IMPROVEMENT ASSOCIATION

Downtown SAN LEANDRO

<p>9. Sidewalk Operations, Beautification, & Order (SOBO)</p>	<p>Morgan Mack-Rose presented a state of the district, including reviewing current services, internal and external challenges.</p> <p>SLIA is the only district in the area that doesn't contract out street services, except for those run by New City America.</p> <p>Representatives from Street Plus presented what contract services would look like.</p>	<p>INFORMATION</p>
<p>1. Deep Cleaning Power-washing of Estudillo & Joaquin Plazas</p>	<p>This item was tabled.</p>	<p>TABLED Motion: G. Galvan Second: D. Irmer Unanimous</p>
<p>10. Next Board of Directors Meeting</p>	<p>Board Planning Session Thursday, August 27. 8:30 am – 1:30 pm Place TBD</p>	<p>INFORMATION</p>

M. Mack-Rose took minutes

SAN LEANDRO IMPROVEMENT ASSOCIATION

384 W. Estudillo Avenue, 2nd Floor • San Leandro, CA 94577 • Phone: 510-281-0703
 Email: Mail@DowntownSanLeandro.com • Website: www.DowntownSanLeandro.com
 Facebook: [DWTNSanLeandro](https://www.facebook.com/DWTNSanLeandro) • Twitter / Instagram / Pinterest: [@DWTNSanLeandro](https://twitter.com/DWTNSanLeandro) • [#DWTNSanLeandro](https://www.instagram.com/DWTNSanLeandro)

Downtown SAN LEANDRO

San Leandro Improvement Association **Minutes—Action By 2/3 Written Consent** **July 14, 2020**

Responding: Katie Bowman (Secretary), Deborah Cox, Nicole Franklin, Gordon Galvan, Emilio Garcia, Emily Griego (President), Shannon Hackley, Matt Holmes, David Irmer, Robert Jones, Jacqueline Montero-Flynn, Long V. Nguyen, Ted Nguyen, Betty Shon, Angele Sweet, and Kimberly Pace (Vice-President)

No Response: Pete Ballew

Staff: Morgan Mack-Rose

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Police Services Agreement	<p>At the July 9, 2020 Board meeting, the staff was directed to seek a two-month waiver for the Police Services Contract. The City was unwilling to issue a deferral but would consider a temporary suspension or a deferral.</p> <p>Motion: The San Leandro Improvement Association requests a temporary, two-month suspension (July and August) of the Police Services Agreement.</p>	<p>Motion: S. Hackley Second: G. Galvan Ayes: B. Shone, A. Sweet, E. Garcia, E. Griego, L. Nguyen, T. Nguyen, K. Pace, D. Irmer, M. Holmes, R. Jones Nays: None Abstentions: D. Cox, K. Bowman, J. Montero-Flynn, N. Franklin</p>

SAN LEANDRO IMPROVEMENT ASSOCIATION

Downtown SAN LEANDRO

San Leandro Improvement Association

Board Meeting Minutes

SPECIAL MEETING – BOARD PLANNING SESSION

August 27, 2020 – 8:30 a.m.

Telephonic

Present: K Katie Bowman (Secretary), Deborah Cox, Nicole Franklin, Gordon Galvan, Emilio Garcia, Emily Griego (President), Shannon Hackley, Matt Holmes, David Irmer, Jacqueline Montero-Flynn, Kimberly Pace (Vice-President), Betty Shon, Angele Sweet, and Long Van Nguyen (Treasurer),

Absent: Pete Ballew*, Emilio Garcia*, Robert Jones, Nicole Franklin*, Ted Van Nguyen*

*Prior notice given.

Guests: Breanna Hatcher, Sky Coaching

Staff: Morgan Mack-Rose

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
1. Call to Order	President E. Griego called the special session to order at 8:35	
2. Roll Call	M. Mack-Rose took roll call.	
3. Public Comment-Announcements	None	INFORMATION
4. Board Planning Session	E. Griego introduced the facilitator for the day, Breanna Hatcher, from Sky Coaching. Board members participated in a break-out session to discuss the strengths and weaknesses of the organizations.	DISCUSSION ONLY

SAN LEANDRO IMPROVEMENT ASSOCIATION

Downtown SAN LEANDRO

	<p>G. Galvan presented a history of SLIA, and K. Pace reviewed a summary of governance documents.</p> <p>Board members participated in a break-out session to discuss the strengths and weaknesses of SLIA programs (SOBO and DISI). Then identified key priorities for each program.</p> <p>B. Hatcher presented various types of Decision-Making strategies, and the board used "gradients of agreement" to indicate initial thoughts on Decision-Making Matrix for SLIA.</p> <p>M. Mack-Rose went over the next steps to put session items into an action plan.</p>	
<p>5. Next Board of Directors Meeting</p>	<p>September 10, 2020 8:30 – 10:00 a.m. via ZOOM</p>	<p>INFORMATION</p>

Minutes were taken by M. Mack-Rose.

SAN LEANDRO IMPROVEMENT ASSOCIATION

July & August Budget Performance Executive Summary

With five months left to go in our fiscal year, we have spent 70% of our overall budget despite being 75% of the way through our fiscal year. We continue to operate with 3 FTE (full-time equivalent) staff, one under what was initially budgeted.

The following are items from the July & August Budget Performance report that warrant explanation:

- **Income** (*SEE NOTE BELOW*)
We received \$205,108 in assessment revenue in August. This was significantly more than was anticipated and put our assessment revenue at 118.5%. Katie Bowman is investigating but suspects that because our disbursement was so late this year, part of our December 2020 disbursement may have been rolled into the payment.
- **PPP Loan Update**
The \$27,500 PPP Loan has not been forgiven, as of yet. It remains on our balance sheet as a liability and is not reflected anywhere in our budget. Fremont Bank is not forgiving any PPP loans until further clarification from Congress. There are indications that the process will be simplified to a simple, one-page attestation.
- **Annual Elections & Mailing**
Because an Annual Report mailing is required, I rolled that expense into the "Annual Elections/Mailing" budget, versus "Printing." My thinking is that all printing and mailing required by our governing documents should come from the same budget line. This explains why it is 536% over budget. "Printing" is below budget. Overall, our Administrative Costs are running slightly over budget at 80.6% YTD.
- **SOBO Supplies and Equipment**
As I have indicated previously, the supply and equipment budget for the year is inadequate. We are running 121% YTD with a full quarter left in the year. This should inform next year's budget. In all other SOBO categories were at or below budget.

NOTE: Please see amended financials which reflect \$126,463 shifted to FY 20-21, bringing assessment revenue to 90.2% of budget.

10:38 AM

San Leandro Improvement Association Balance Sheet Standard

09/09/20

Cash Basis

As of August 31, 2020

	<u>Aug 31, '20</u>
ASSETS	
Current Assets	
Checking/Savings	
Clearing for Payroll	1.02
Fremont General Account	276,034.99
Fremont Payroll Account	834.41
Debit Account	51.09
Total Checking/Savings	<u>276,921.51</u>
Total Current Assets	<u>276,921.51</u>
TOTAL ASSETS	<u><u>276,921.51</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2020-21 Prepaid Assessm...	126,463.91
PPP Loan	27,500.00
San Leandro Loan 2017	70,139.31
Payroll Liabilities	
Federal Tax	-1,722.79
State Tax	-67.87
Total Payroll Liabilities	<u>-1,790.66</u>
Total Other Current Liabilities	<u>222,312.56</u>
Total Current Liabilities	<u>222,312.56</u>
Total Liabilities	222,312.56
Equity	
Opening Balance Equity	122,325.20
Unrestricted Net Assets	-180,042.17
Net Income	112,325.92
Total Equity	<u>54,608.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>276,921.51</u></u>

San Leandro Improvement Association
Profit and Loss Budget vs. Actual
 July & August 2020

	Jul '20	Aug '20	ACTUALY YTD Dec '19 - Aug '20	APPROVED Budget	% of Budget
Ordinary Income/Expense					
Income					
Interest Earned			0		
Assessment Income		78,644	404,178	447,874	90.2%
Delinquency				-12,000	0.0%
Carry Forward				2,788	0.0%
Total Programs Income			7,401		
Non Assessment Revenue			4,000		
Total Income		78,644	415,579	438,662	94.7%
Gross Profit		78,644	415,579	438,662	94.7%
Expense					
Administration					
Annual Elections / Mailing		1,288	1,288	240	536.7%
Bank Charges/CC Interest Charge	30	209	597	1,000	59.7%
Loan Interest			2,081	2,081	100.0%
Total Staff Administration	1,962	1,308	25,895	31,247	82.9%
Accounting	0	0	2,790	3,000	93.0%
Dues and Subscriptions	350	0	700	800	87.5%
Rent	750	750	6,750	9,000	75.0%
Insurance	524	447	3,578	5,748	62.3%
Office Supplies / Equipment	28	352	3,383	3,500	96.7%
Board Meetings / Retreats			72	72	100.0%
Meeting Refreshments			0	350	0.0%
Legal			80	80	100.0%
Phone and Communications	237	257	1,317	1,725	76.3%
Printing			476	1,200	39.7%
Office Cleaning	226	226	1,779	3,000	59.3%
Total Administration	4,106	4,836	50,787	63,043	80.6%
DISI					
Advertising			100	2,000	0.0%
Branding / Signage			0	1,000	0.0%
Public Space Dev.			0	3,000	0.0%
PR Consultant					0.0%
Social Media			6,000	6,000	100.0%
DISI Staff Admin	1,962	1,308	11,519	15,565	74.0%
Seasonal Displays			0	2,000	0.0%
Newsletters			57	225	
Total Special Events			2,298	5,298	43.4%
Web Site			18	1,240	1.5%
Total DISI	1,962	1,308	19,992	36,328	55.0%
SOBO					
Total Sidewalk Cleaning Operations	15,179	10,878	118,562	165,000	71.9%
Total Supplies, Equip, Uniforms	1,608	979	5,869	4,840	121.3%
Public Space Maintenance		430	3,355	5,000	67.1%
Nursery Supplies & Equipment		221	1,973	3,500	56.4%
Rent / Storage	750	750	6,750	9,000	75.0%
Security			49,539	84,924	
SOBO Admin	5,885	3,923	28,958	37,785	76.6%
Total Vehicle Related	0	29	2,308	5,000	46.2%
SOBO Contingency	0	0	765	1,500	51.0%
Total SOBO	23,422	17,211	218,079	316,549	68.9%
Total Expense	29,489	23,355	288,858	415,919	69.5%
Net Ordinary Income	-29,489	55,289	126,721	22,743	557.2%
Other Income/Expense					
Other Expense					
Admin 2017-18			7,000		
Prior year expenses	7,077		7,077		
Total Other Expense	7,077		14,077		
Net Other Income	-7,077		-14,077	-14,077	100%
Net Income	-36,566	55,289	112,644	8,666	1300%

SLIA BOARD MEMO

TO: SLIA BOARD MEMBERS
FROM: LONG V. NGUYEN, EXECUTIVE BOARD MEMBER, TREASURER
SUBJECT: EIDL LOAN
DATE: SEPTEMBER 3, 2020
CC: SLIA EXECUTIVE BOARD MEMBERS

In my experience, the current pandemic has created and will continue to create one of our lifetime's worst financial crises. Far worse than the Great Recession of 2008, the Dot Com Bubble of 2002, the Savings and Loan Crises of 1992, etc. It is my firm opinion that we are far from ever going back to “normalized” business activities.

My family members are owners of multiple properties and businesses. I have recommended that they apply for and accept the Economic Injury Disaster Loan ("EIDL") to use as a "rainy day" fund. The reasons I have given to my family are the same reasons I am suggesting to SLIA. I believe SLIA should obtain the EIDL loan for the following reasons:

1. We do not know how long this pandemic will last or the severity of the looming financial crises (keep in mind that we are currently in a recession). It does not look like the economy is getting better, only more uncertain. The greater the uncertainty of the economy, the greater the need for a rainy-day fund.
2. I suspect many non-profit organizations and private businesses will permanently close their doors because they are ill-prepared for the shelter-in-place orders or too financially weak to recover from an extended shut-down. I suspect that if the economy becomes unstable or more challenging, it will be extremely costly or challenging to borrow or raise money in the future. If that happens, we must have a rain-day fund as insurance for our organization's survival.
3. The intended purpose of the EIDL loan, written by Congress and passed into law earlier this year, is to ensure that legitimate non-profits that serve their communities, like ours, survive these economically challenging times and protect communities from economic disaster. We are the ideal non-profit organization that our Federal Government wants to preserve.
4. The cost to borrow \$150,000 through the SBA EIDL program at 2.75% amortized over 30 years is affordable and easily manageable. The monthly payment would be roughly \$612.30 a month or about \$7,347.60 a year. Assuming our annual budget is \$450K a year, \$7,347.60 represents about 1.6% of the budget.

5. The Board could opt to restrict the \$150K "to be used only for emergency purposes with Board approval only." The \$150K can be placed in a money market account at 0.75% with another financial institution to help offset the cost of 2.75% interest expense or placed at Fremont back at 0.1%. Either way, the interest is immaterial since the loan amount and interest is so small.
6. If the SLIA Board deems that we do not need the \$150K EIDL "rainy day" funds, the full balance can be paid without any prepayment penalties at any time (at interest expense of roughly \$4,125 the first year).

Because of the reasons outlined above, plan to motion for the SLIA Board to accept the EIDL Loan of \$150K and reevaluate the loan's need in one year. If in 12 months the SLIA Board does not need the money and the economic conditions have stabilized, then the SLIA Board can vote to re-pay or keep it for another 12 months (Note that the first payment is not due until 12 months after receipt of the \$150K).

SOBO Committee Recommendation
Cancellation of Supplemental Security Services Contract

Background

On July 9, 2020, the SLIA Board opted *not* to cancel the Supplemental Security Services contract indicating the need for further discussion. On July 14, 2020, the Board took Action with Written Consent to temporarily suspend the agreement for two months, giving the SOBO committee additional time to review and consider the issue.

In 2014, Block By Block was contracted to provide street operations for the District. Like all other districts in the area, ambassadors provided increased security in the Downtown while doing their other duties. When the Block By Block contract was canceled, the Board initiated the Enhanced Security Services contract with the City. The \$85,000 annual contract provided the seed money to bring an additional bicycle officer to the Downtown.

Over the past several years, San Leandro's homeless population has increased significantly. The supplemental officer, Officer Camarillo, is recognized as an expert in his field concerning interacting with the homeless. As such, he has been tasked with responding to calls throughout the City, not just within the District.

SOBO Committee Discussion On September 3, 2020, the SOBO Committee convened to discuss the status of the contract. City Manager Jeff Kay and SLPD Captain Jamie Knox were on hand to provide context to the agreement and answer any questions. Mr. Kay felt that, given the change in the bicycle officer's scope-of-work, canceling the contract was "reasonable." Kay also indicated no immediate plans to reduce the number of officers in the City and that canceling the agreement would not be a deciding factor if, in the future, the council looked to reduce police staff. Captain Knox indicated that officers would still be committed to being highly responsive to the downtown area and would be available to meet with business owners and SLIA. In a separate conversation with Morgan Mack-Rose, Capt. Knox confirmed that the Downtown crime data would still be made available and that a Community Policing Officers would be provided to speak with the SLIA board upon request.

The SOBO Committee discussed the need for SLIA to include a security component to its programming. Specific ideas included:

- Contracting with SLPD for supplemental services during the holiday season or other peak times.
- Offering financial assistance to businesses and residents in the area to install video cameras that can be registered with the SLPD.
- Including a security component to our street services crew training.

SOBO Committee Recommendation

The committee unanimously agreed to recommend the cancellation of the contract. They also requested that funds in the 2020 FY budget be set aside for security-related programs and that the Board hold a special work session to consider security program options within the next six months.



DRAFT Decision Making Matrix

Decision Bucket	Details	Decision Owner	Decision Making Style
Strategic Plan	Organization's Focus & Direction	Board	2/3 Majority
Budget	Annual Budget Creation	Executive Committee w/ ED input	Consensus
	Annual Budget Adoption	Board	2/3 Majority
	Budget Changes under \$5,000 (recommendation of ED)	Exec Committee report to Board	2/3 Majority
	Lower Budget authority (one-time spending within approved budget) \$5,000	ED, report one-time expenses over \$2,500 to Board.	Autonomous
	Higher Budget authority (spending within approved budget) \$5,000+	Executive Committee, report expenses over \$5000 to Board.	2/3 Majority
Hiring	Staff (within budget, board informed of process)	ED	Autonomous (consultative – ED owns decision, invites board input)
Programs	New Programs	Board committee/ Full Board	Consensus within committee; Approved board 2/3 Majority
	Budgeted Programs are guided by Board vision, strategic plan and budget; operationalized by ED	ED supported by appropriate Board Committee	Autonomous (report to Board)
Partnerships & Contracts	Contracts-Above \$5,000	Board Committee/ Full Board	Consensus within committee; Approved by 2/3 Majority of Full Board
	Contracts- Operational within budget & below \$5,000	ED	Autonomous
	Affiliations- (partnerships that involve ongoing co-branding and shared revenue)	Board	2/3 Majority
	Community (one-time co-branding)	Board/ED	Consultative
Board Development	Board Development programs and recruiting;	Board Development Committee (President +2)	2/3 Majority
Policy	Bylaws, protocols, etc.	Executive Committee/ Full Board	Consensus within committee; Approved board 2/3 Majority

GLOSSARY OF TERMS*

Autonomous

The responsible person decides by herself without consulting others. She may ask others for information, but does not ask for their thoughts on defining the problem or generating a solution.

Consultation

The responsible person shares the problems with others, either individually or in a group, asking for ideas and suggestions; then the responsible person makes a decision that may or may not reflect the suggestions made by others.

Consensus

The responsible person shares the problem with the group and facilitates the group discussion. The group generates and evaluates alternatives and attempts to reach agreement on one solution.

Delegation

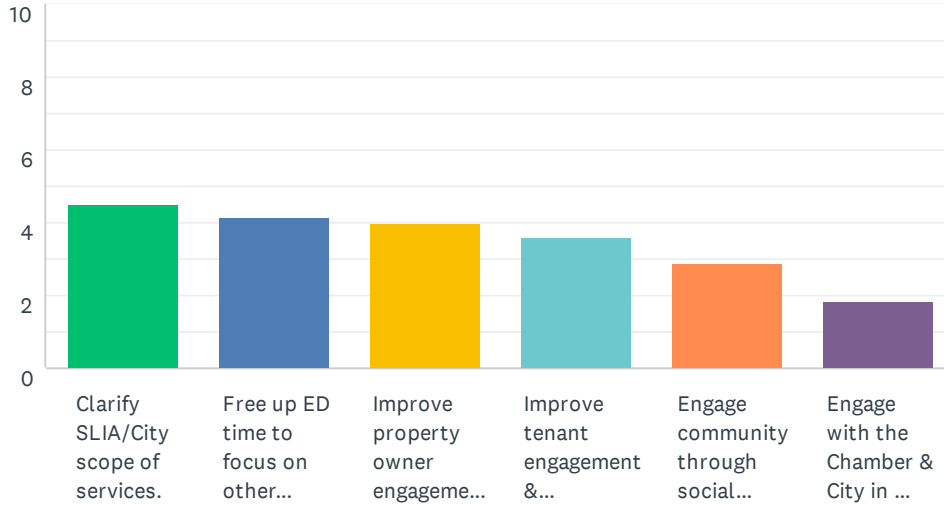
The responsible person passes the decision off to another person.

2/3 Majority

The responsible decision making body requires 2/3 majority of members present voting "aye" to adopt the decision. For example, if twelve board members *are present*, nine would need to vote "aye." As opposed to 2/3 of the total number of members on the board.

Board Response to Priority Ranking Question

Answered: 14 Skipped: 0



	1	2	3	4	5	6	TOTAL	SCORE
Clarify SLIA/City scope of services.	42.86% 6	21.43% 3	7.14% 1	7.14% 1	14.29% 2	7.14% 1	14	4.50
Free up ED time to focus on other priorities by contracting for district cleaning operations.	21.43% 3	28.57% 4	14.29% 2	21.43% 3	7.14% 1	7.14% 1	14	4.14
Improve property owner engagement & communications with valuable information & ideas regarding building maintenance and empty storefronts.	23.08% 3	15.38% 2	23.08% 3	23.08% 3	7.69% 1	7.69% 1	13	4.00
Improve tenant engagement & communications with information on the importance of SLIA & maintaining the cleanliness of storefronts.	0.00% 0	23.08% 3	38.46% 5	15.38% 2	23.08% 3	0.00% 0	13	3.62
Engage community through social media and events.	8.33% 1	16.67% 2	16.67% 2	8.33% 1	16.67% 2	33.33% 4	12	2.92
Engage with the Chamber & City in new business recruitment efforts.	0.00% 0	0.00% 0	7.69% 1	15.38% 2	30.77% 4	46.15% 6	13	1.85