



Board of Directors Meeting Agenda
San Leandro Improvement Association
Thursday, September 8, 2022, 8:30 am – 10:00 am
Telephonic Meeting
Dial-In: 1 (669) 900-6833 Meeting ID: 292 409 5566
<https://us02web.zoom.us/j/2924095566>

AGENDA:

- 1. Call to Order – President, Emily Griego**
- 2. Roll Call – Secretary, Angele Sweet**
- 3. Announcements/Public Comment – E. Griego (8:35 – 8:45)** **Information**
- 4. Approval of Minutes** **Action**
 - a. July 14, 2022 minutes
- 5. Executive Director Report** **Information**
 - a. Update on SOBO Operations
 - b. Update on Board Punchlist
 - c. (re)Discover Downtown Event Preview
- 6. Review of Financials – Treasurer Long V. Nguyen** **Information**
 - a. Treasurer Nguyen will present financial current financial position.
- 7. Annual Planning Session – M. Mack-Rose** **Discussion**
 - a. November 10th 8:30 am – 3:00 pm
 - b. Structure and Goals
- 8. Board Member Recruitment – E. Griego** **Discussion**
 - a. Prospects
- 9. Adjournment (Next Meeting; Nov 10 Planning Session 8:30 am – 3:00 pm)**

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
Thursday, July 14, 2022, 12 – 13:00 pm
Sons Of Liberty Ale House

Present: Katie Bowman, Deborah Cox, Emily Griego (President), Long Van Nguyen (Treasurer), Matt Holmes (Vice President), Justin Osler, Kim Pace, Robert Jones, and Toby Liebermann.

Absent:, Angele Swee, Pete Ballew, Betty Shon

Staff: Morgan Mack-Rose

MINUTES:

<i>Item</i>	<i>Discussion</i>	<i>Action Taken?</i>
<ul style="list-style-type: none"> Call to Order 	E. Griego called the meeting to order at 12:00 noting that the location needed to be changed at the last minute due to unforeseen circumstances.	
<ul style="list-style-type: none"> Public Comment 	<ul style="list-style-type: none"> K. Pace invited everyone to the Boys and Girls Club Grand Opening Gala and Block Party. K. Bowman that the San Francisco Business Times insert was completed and would send the board an electronic copy. Also, a mural at BART is in the planning stages and should be completed early Fall. M. Holmes shared that Fieldwork was hoping to be open by Labor Day. J. Osler updated everyone on Centro Callan site demolition schedule and street closures. D. Cox updated people on 150th Anniversary Celebrations including evening of light and music at the Marina on Aug 11 and Manufacturing event on Oct. 1. 	Information
<ul style="list-style-type: none"> Approval of Minutes 	Meeting minutes from May 12, 2022 were approved as submitted.	Moved: K. Pace Second: D. Cox
<ul style="list-style-type: none"> Executive 	Safety Ambassadors are still understaffed by one position but the	Information

<p>Director's Report</p>	<p>two we currently have are really doing well. We are severely understaffed in the Cleaning Ambassador program with only 1 full time cleaner. BBB has been sending support ambassadors out when available.</p> <p>M. Mack-Rose reviewed the Board punch list was reviewed and Downtown Development Projects were updated.</p>	
<ul style="list-style-type: none"> Review of Financials 	<p>Treasurer Long Van Nguyen reviewed the current Balance Sheet and Operating Statement. We do have one outstanding liability to the City of San Leandro. The Board would like to seek a loan forgiveness given the positive impact the district has on community. The current balance is \$63,000.</p>	<p>Information</p>
<ul style="list-style-type: none"> (re)Discover Downtown Sept 17 Event 	<p>M. Mack-Rose briefed the board on the plans for the event and sponsorship opportunities. She is working closely with a variety of City of SL Departments who are being very helpful.</p>	<p>Information</p>
<ul style="list-style-type: none"> Board Member Recruitment 	<p>M. Mack-Rose presented the board terms document showing that one member's term is expiring this year which, if not renewed or replaced, would bring the board to eleven members. E. Griego discussed ideally wanting 15 members, particularly some who are merchants in Downtown. M. Mack-Rose said she would reach out to Eric Guo. Other members said they would reach out to potential board members.</p>	<p>Discussion</p>
<ul style="list-style-type: none"> Adjourn 	<p>Meeting was adjourned at 1:30 p.m.</p>	

Minutes by M. Mack-Rose

San Leandro Improvement Association

8:51 AM

Balance Sheet Standard

As of August 31, 2022

Cash Basis

	Aug 31, '22	Jul 31, '22	Aug 31, '21
ASSETS			
Current Assets			
Checking/Savings			
Fremont Operations Account 7400	1,343.06	893.89	2,014.17
10100 — Fremont Payroll Account 7826	360.38	405.26	487.76
Fremont Savings Acct 6471	576.76	592.75	211,214.83
Fremont MMC 6420	409,698.12	457,378.59	277,482.01
Total Checking/Savings	411,978.32	459,270.49	491,198.77
Total Current Assets	411,978.32	459,270.49	491,198.77
TOTAL ASSETS	411,978.32	459,270.49	491,198.77
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
Fremont MC	-2,105.52	2,902.97	1,630.51
Total Credit Cards	-2,105.52	2,902.97	1,630.51
Other Current Liabilities			
Restricted Program Funds	50,288.10	71,407.09	100,000.00
SBA EIDL			150,000.00
San Leandro Loan 2017	63,125.41	63,125.41	70,139.31
Total Other Current Liabilities	113,413.51	134,532.50	320,139.31
Total Current Liabilities	111,307.99	137,435.47	321,769.82
Total Liabilities	111,307.99	137,435.47	321,769.82
Equity			
30000 — Opening Balance Equity	122,325.20	122,325.20	122,325.20
32000 — Unrestricted Net Assets	-57,214.85	-57,214.85	-14,082.79
Net Income	235,559.98	256,724.67	61,186.54
Total Equity	300,670.33	321,835.02	169,428.95
TOTAL LIABILITIES & EQUITY	411,978.32	459,270.49	491,198.77

San Leandro Improvement Association
Operating Statement
 January through August 2022

9:05 AM
 09/03/22
 Cash Basis

	Aug '22	YTD 2022	YTD 2021	
Ordinary Income/Expense				
Income				
Assessment Income		452,935	301,718	(1)
Total Programs Income		38,831	7,000	
Non Assessment Revenue	22,152	126,473	28,900	
Total Income	22,152	618,238	337,618	
Gross Profit	22,152	618,238	337,618	
Expense				
Interest expense		2,000		
Administration				(2)
Conference/Travel	1,548	2,433		
Admin Misc.	88	633	266	
Annual Elections / Mailing			1,222	
Bank Charges/CC Interest Charge	50	465	282	
Loan Interest			2,104	
Total Staff Administration	-568	30,890	34,129	
Accounting		2,650	1,650	
Dues and Subscriptions	300	1,025	275	
Rent	1,500	6,750	6,000	
Insurance		2,478	1,316	
Office Supplies / Equipment	15	2,769	758	
Board Meetings / Retreats		280		
Meeting Refreshments				
Legal		125	3,575	
Phone and Communications	52	1,055	1,096	
Printing		31		
Office Cleaning			2,057	
Administration - Other				
Total Administration	2,985	51,584	54,731	
DISI				
Comm & Event Consultant	2,400	5,900		
Branding / Signage			11,634	
Public Space Dev.		200		
Social Media	67	167	164	
DISI Staff Admin	3,312	28,152	27,069	
Seasonal Displays		2,472	4,815	
Total Special Events	6,099	7,563		
Special Projects				
DISI Miscellaneous		120		
Web Site	8	4,123	1,567	
DISI - Other				
Total DISI	11,886	48,696	45,250	
SOBO				
Total Safety Ambassadors	21,326	125,647		
Cleaning Amb/MO Block By Block	7,634	130,746	151,108	
Total Sidewalk Cleaning Operations		50	605	
Public Space Maintenance		3,584	3,440	
Total Nursery Supplies & Equipment		8,153	5,677	
Steam Cleaning				
Rent / Storage	1,500	6,750	6,000	
SOBO Admin	736	6,256	6,015	
Total Vehicle Related		880	903	
SOBO Contingency		1,215	2,842	
Total SOBO	31,197	283,282	176,591	
Total Expense	46,068	385,562	276,571	
Net Ordinary Income	-23,916	232,676	61,047	
Other Income/Expense				
Total Other Income	20	152	139	
Other Expense				
Net Other Income	20	152	139	
Net Income	-23,896	232,828	61,187	

Notes
 1. Change in how pre-paid assessments were recognized accounts for lower 2021 YTD amount.
 2. IRS refund received for Q3 2021 due to payroll processing error.

Downtown Punch List

Project	Priority	Difficulty	% Complete	Key Partner	Notes	1st Steps
Window Clings @ Asia Express/Joaquin Breezeway	1	1	80%	K. Bowman/Asia Express/SLIA	Design completed. Business agreed. Working on quote and installation. Dimensions are proving to be a challenge	Reach out for permission, then engage designer \$13-15 sq ft
Joaquin Plaza Fountain Repair or turn into planter?		1	30%	Public Works	PW is assessing options. Need to circle back with them. Looking at turning it into a planter with city irrigation.	Talk to Debbie Pollart for status
Motor Oil Stain in Joaquin Breezeway		1	100%	BevBox Contractor	Contractor was unable to remove oil stains.	Pictures and text contractor
B of A Planter Removal		1	0%	B of A, PW?	three empty planters, need to be removed	B of A manager
Chimeway Refurb		1	100%	Lars/Public Works	Chimeway was refinished and power washed. Looks great!	
Cafe Lights in Joaquin Plaza & Breezeway		1	80%	Lars/Public Works	LED Cafe lights were installed in Joaquin Plaza	
Ambassador Services Signage		1	100%	Businesses/Public Works	Window clings were offered to all businesses. Most chains have a policy against non-corporate window signage.	Site map for permanent signs
Cement Planter Replacement		1	100%	Public Works/Eco Club	Installed!	Need to request removal/relocation by PW
Bell Planter Facelift		2	20%	Regency/Public Works/Econ Deve.	Econ Development may have funds to tile the planter. Then plant flowering crepe myrt. Water will be issue still. Regency has offered to pay for replanting.	
Tree Planting in Estudillo Plaza		2	20%	Public Works/Engineering	Initial contact and discussion made. Concern about watering.	Site map
Window Clings @ vacancies		2	30%	Property Owners	System is designed. Need to contact property owners.	Identify locations
Fixed seating/Tables in Estudillo Plaza		2	10%	Engineering/PW	Need to research ideas. Quicker solution, cafe tables and chairs cabled together (like Oakland). Supply chain challenges continue. Need to set budget and find product.	
Utility Box Wraps/Art		3	30%	Lars?/Cal Trans/Utilities	One E 14th @ Dolores box covered. Monarch Mural box is slated to be covered.	Identify locations and owners of prospective utility boxes.
Private Property Landscaping (Buffey Fortuna/Bella Vista Dental)		3	0%	Businesses	Need owners to care	Owner contact
Murals US Bank Parkng lot Cafe Sorriso Parking Lot		3	0%	Property Owners, City	Who will \$\$\$, get artists referrals from Lars	
Public Bathroom (City Lot, W. Juana)		3	0%	City/Nearby Businesses	City pursuing funding	Send potential location to D Pollart
Way Finding		3	0%	City	This is an advocacy project	
Functioning Plazas/Event Areas		3	0%	Public Works/City/Businesses	For farmers market, Makers Market, etc, Washington between Parrott & W. Juana	