To Do List: GBD Board of Directors
DECEMBER 2015 – JANUARY 2016

Administrative Tasks
1. Recommended Amendments to the Bylaws:
   ● Oct 21 Minutes: Amend the second paragraph of ‘Requirements’ on page 3 of the Bylaws as follows:
     o Approximately 60% of the authorized number of Directors shall own real property within the District. For the purpose of these Bylaws, a corporation or a city, state or federal entity that owns real property within the District, shall designate a single individual as their representative to the GBD. Such representative shall be subject to the same rules and obligations as an individual property owner.
   ● Only one board member per parcel - possible vote 11/24
   ● Amend the bylaws to require two signatures on checks over $100.

2. Determine Board Meeting Dates & Locations:
   ● Umpqua Bank is willing to host us at no expense to the GBD.
   ● Schedule two January meetings at Umpqua.
   ● Umpqua is willing to schedule other days.

3. Continue to maintain and update the GBD’s property owner database.

4. Approve and sign the GBD-City Management Agreement
   ● Government Audit & Oversight Committee to hold hearing on City-GBD Management Agreement on 12/3 at 10:30 AM. Additional details to be provided by Jonathan Goldberg.
   ● SF Board of Supervisors vote on City-GBD Management Agreement: tentatively scheduled for 12/15 at 2 PM.

Board of Directors Organization
1. Officers and Committees:
   ● Elect President, Vice President, Secretary, Treasurer, and designate Parliamentarian.
   ● Create Board Committees, such as: Executive, Finance & Audit, Personnel & Services, Community Engagement & Outreach, and Accountability & Transparency

2. Board Trainings:
   ● 501(c)3 records keeping, documentation, and review of organizational responsibilities
   ● Review of the Management Plan, Bylaws, and GBD-City Agreement
   ● Assessment Districts: 101 – a review of state and local laws that affect the GBD
   ● Brown Act and Roberts Rules of Order
   ● Parliamentarian – have Ron for the first few meeting until the training.

3. Property Owner Outreach
   a. Schedule “Meet & Greet” to introduce elected Board, plus public open house to review the GBD’s plans and services

Priority Tasks
1. Executive Committee:
   ● Refine and finalize GBD’s FY 1 Budget for a Board vote
   ● Draft GBD’s Organizational Development timeline
2. Personnel & Services Committee:
   - Determine a hiring process for Executive Director, additional professional consultants, and public realm service providers.
   - Update and publish job descriptions: Executive Director and Management Company
   - Hire an exec Director, Book Keeper and Management Company

3. Finance & Audit Committee:
   - Develop finance procedures with help of non-profit attorney
   - Create Monthly Budget Report Format with help of bookkeeper

4. Community Engagement & Outreach Committee:
   - Report Election
   - Online-Newsletter
   - Create email property owner list for GBD
   - Draft protocol to account for volunteers
   - Create a volunteer strategy

5. Accountability & Transparency Committee:
   - Pay for Squarespace account
   - Select a web manager, or hire Executive Director with website management experience
   - Online Minimum:
     - Meetings following Brown Act
     - Monthly Budget report
     - Performance Metrics
   - Review of City and state mid-year and annual reports:
     - SERVICES SUMMARY (CA): Summary of improvements, maintenance, and activities to be provided for that fiscal year.
     - BUDGET SUMMARY (CA): Cost of providing the improvements, maintenance, and activities for that fiscal year.
     - FISCAL YEAR CARRY-FORWARD (CA): The estimated amount of any surplus or deficit revenues to be carried over from the previous fiscal year, and the breakdown of how those funds will be spent in the following fiscal year.
     - GENERAL BENEFIT (CA): The amount of any contributions made from sources other than assessments levied pursuant to this part. If less than 6.79%, provide an explanation why non-assessment collections fell short of requirement.
     - NEXT FY BUDGET (CA): The proposed budget for the following fiscal year
     - PERFORMANCE METRICS (SF)
       - Amount of trash collected in pounds (lbs)
       - Number of instances of graffiti removed or addressed
       - Number of landscape, parks, and open space maintenance requests addressed
       - Number of volunteers and cumulative volunteer hours (GBD)
       - Number of commercial and industrial vacancies