

Tenderloin Community Benefit District Executive Committee  
Meeting Minutes  
Monday April 10, 2017

Present: Julie Burdick  
David Seward  
Pratibha Tekkey  
Pedro Torres  
Dan Williams

Absent: Ross Stackhouse  
Peter Stevens

1. The meeting was called to order at 5:12pm
2. Public Comment: All committee agendas & minutes will be circulated to Board members

3. Minutes of March 13, 2017

Dan Williams MOVED & Julie Burdick SECONDED that the Executive Committee minutes of March 13, 2017 be approved.  
The Motion passed with Pratibha Tekkey abstaining.

4. Financial Statements

Steve Gibson distributed financial statements for the period ending March 31, 2017, just completed on April 10, 2017. He noted that there is a new Comment column to help explain variances. Committee members found a number of errors in the statements & recommended changes to the comment section. Staff agreed to make these changes before the statements were circulated to the Board.

Mr. Gibson also updated the committee on recent grant submittals.

## 5. Administrative Issues

Staff agreed to prepare an annual calendar with important Board dates including the annual meeting, budget approval, approval of assessment increases, Board elections and community meetings.

## 6. Staff Organization Chart

Steve Gibson circulated a draft organization chart. The committee recommended several changes including showing the committees each staff person is assigned.

## 7. Board Elections

The committee recommended Board elections be held in June. Staff agreed to send out the notice of the upcoming elections and a link to the application form in the first newsletter targeted for early May.

## 8. Cleaning Contract

David Seward MOVED & Julie Burdick SECONDED that the Executive Committee recommend that the Board approve the Cleaning Contract with Block by Block with an updated Sample Monthly Report. The Motion passed with Pratibha Tekkey abstaining.

## 9. Memorandum of Understanding with TEDP

Pedro Torres MOVED & Julie Burdick SECONDED that the Executive Committee recommend to the Board of Directors that the Board formally approve the Memorandum of Understanding with TEDP as previously circulated to the Board.

The Motion passed with Pratibha Tekkey abstaining.

## 10. Hyde Turk Park Pilot Project

Staff noted that the TLCBD is partnering with the Friends of Hyde Turk Park to hold a community outreach meeting on April 26, 2017 at 4:00pm at the Demonstration Garden.

## 11. The meeting adjourned at 7:15pm



5/16/17 10:17 PM

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