

Executive Committee
Monday July 12, 2017, 5:00 pm
Location: 512 Ellis, San Francisco, CA
Meeting Minutes
FINAL/APPROVED 9/11

Present: Julie Burdick
David Seward
Ross Stackhouse
Peter Stevens
Dan Williams
Pratibha Tekkey
Pedro Torres
Steve Gibson
Fernando Pujals
Kate Robinson
Lorraine Lewis

Absent: Frank Manchen

I. The meeting was called to order at 5:12 pm.

II. Public Comment: None

III. Minutes of June 8, 2017

D. Williams asked if there were any comments/questions. There were none.

MOTION: To approve minutes for June 15 meeting.

Moved by: P. Stevens

Seconded by: D. Williams

Abstained: P. Tekkey

P. Torres

The motion passed.

IV. Financial Statements

R. Stackhouse reviewed the financials. For revenue, he explained the variance for St Francis Foundation brings us to 100% on all corporate grants. He confirmed that the

OEWD Op Leadership and Larkin Street variances are correct, and that for government grants we are \$15,000 more than forecasted.

For expenses, he explained: a \$22,000 overage on Clean City and \$58,000 on Block By Block; camera program cleaning will be added to next year's budget; overall savings for Safe Passage due to not hiring as many Corner Captains as planned; we ended the year well for Accounting & Legal; we are over on insurance – this is for an increase in the umbrella policy due to the work with kids for Safe Passage; equipment and furniture expense for the 512 Ellis office; and that restricted funds will be changed after work with the CPA is complete. Overall for the year, we are \$120,000 ahead, and \$50,000 over budget.

R. Stackhouse suggested we add a percentage variance column going forward.

R. Stackhouse explained the Income Statement year end forecast – with operating income of \$83,000. The June 30 year-end review for 2016 will be coming soon.

J. Burdick asked if reporting is due to the city soon. S. Gibson confirmed it is.

R. Stackhouse explained the accrual last month is now offset by an overage, and that accounts receivables are current.

Regarding Cash Flow, he explained: this is good; we received \$33,000. He queried a one-time \$75,000 net operating expense next March. S. Gibson will follow up.

S. Gibson indicated we have not received any new grants yet, explaining we have filed for a \$30,000 Department of Healthy Living grant, and have an AARP grant due Friday.

V. Board Elections

D. Williams explained the 2017/2018 Board ballot, with:

- 2 open **Business** seats and 3 candidates:
Lowell Caulder, Christian Agulles and Jessica Mataka.
- 4 open **Property** seats and 5 candidates:
Ross Stackhouse, Pratibha Tekkey, Terrance Alan, Tomas Riley and Toby Short
- 2 open **Resident** seats and 2 candidates:
Peter Stevens and Curtis Bradford

He explained next steps are to distribute applications to the Board by EOD 7/11; K. Gibson will take the lead. D. Seward inquired about Board retreat planning; some dates

were identified, and a doodle will be created for: 9/30, 10/1, 10/14, 10/15, 10/28 and 10/29. K. Gibson will distribute this.

VI. Project Updates

- **The Larkin Street MOU** was discussed. R. Stackhouse asked for more details to be added to the Funding section to clarify the \$33,000 amount.

MOTION: To approve Draft Memo of Understanding

Moved by: D. Williams

Seconded by: J. Burdick

Abstained: Pedro Torres

The motion passed.

There was discussion on Larkin Street joining meetings in non-voting seats.

- **TL Clean Program** – There was consensus that the team is doing a good job. S. Gibson suggested that to significantly improve conditions, we invest more resources through a pilot test program - increasing power washing to twice/week, rather than once/month - at an expense of \$10k for a 60-day trial. This will be an agenda item for the Board meeting, and would ultimately be managed through PROW. P. Torres asked for more reporting on the causes.
- **Other** - J. Burdick asked for an update on interns, and Safe Injection for a future Board meeting.

VII. The meeting adjourned at 6:35pm.

Next Meeting: Monday September 11, 2017, 5:00 pm