### Executive Committee Meeting Minutes
**Date:** January 11, 2022 from 6:00 pm to 7:00 pm  
**Location:** Zoom platform

**Present:** Joseph Jung, Sonja Brooks, Alan Wilk, Mike Thaler  
**Absent:** None  
**Staff:** Shari Godinez, Greg Harris, Courtney Russell, Ramon Hall  
**Guest:** None

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| 1. Welcome and Establish Quorum | Meeting began 6:01 pm  
Quorum established | |
| 2. Open Discussion / Announcements | Introduction: [Joseph Jung](mailto:JosephJung@KONO.org) | |
| 3. Staff Report:  
   a) Executive Director Updates - Shari Godinez | **Shari Godinez:** Shari mentioned she emailed her ED report because it is pretty long. She also stated that Courtney completed the Budget Performance Sheet for November and that we are about 15% under budget. Shari stated the $25k grant check from Sutter Health was stolen from the mailbox at KONO office building and cashed. The Board retreat is being moved to either March or April, possibly April 23rd. She connected with an organization called W.O.N (West Oakland Neighbors) and they want to partner with KONO so Shari has an upcoming meeting with them. She updated the KONO community regarding the changes to the mask mandates. She stated we received a request to be a fiscal sponsor for a Korean traditional musician in New York and Joseph and Shari have a meeting with her tomorrow. She met with the Department of Transportation to go over the construction schedule for the permanent bike lane and see how it can make the least impact on the First Friday event. Shari is hoping that they will start with the high impact areas with the First Friday footprint first and then deal with the other areas after. And they indicated that the construction period will be about a year. Shari informed the KONO community that there is a homeless hiring tax credit that businesses can get. Shari mentioned she assisted a business that reached out to her for help regarding an EIDL grant. The city of Oakland is considering bringing back the B shuttle and considering making it a free shuttle through a tax assessment. Shari also updated all of the businesses of the postponement of Restaurant Week due to covid to March18-27th. There is also a company called White Balance that will produce a free video and First Fridays will take part in that and create a testimonial video. Shari has a meeting with the Chamber and was asked how they can assist us so she's meeting with them one on one. She also let the businesses know about Dining for Justice which is an opportunity to be a part of the restaurants that will be doing a 1% surcharge that will go to feed the homeless. Kingston11 is holding a press conference Jan | |
13th from 5:30 -6pm and the Mayor will be there. Shari announced AC transit had delays because of short staffing due to Covid. Staff is working on Oakland First Friday banners and will integrate them with the KONO banners. Ramon was successful in installing holiday lights in at least 10 businesses in the district. She mentioned that we cancelled January’s First Fridays due to the increase of Covid infections. Shari had a radio interview with KCBS and tv ABC7 because of the cancellation. Ramon found a new location for the debris boxes and they will be in the parking lot of the KONO office building. Shari’s also following up with Visit Oakland and the city’s Workforce development to see how to make First Fridays sustainable. KONO also allowed Warehouse 416, one of KONO’s art galleries, to piggyback off of Oakland First Fridays health permit. Shari mentioned that we are working on two grants currently. One of them is through the city of Oakland Cultural Arts program for $20k and the other through the Department of Violence Prevention. Shari mentioned that Montclair has a camera system that OPD recommends so the director for that BID will give us a presentation at next week’s Board meeting. Shari also invited the new area captain Randy Windgait and Deputy Chief to the Board meeting. Shari is also working on the grant report for Sutter Health and looking at the hourly rates for the Streetplus employees for 2022. There is a potential mural at 27th and Broadway and working with 333 Arts. Shari shared Chief Bolton’s tips for safety for New Years eve for KONO businesses.

Joseph asked for more clarification concerning the grant check theft. Shari stated that we never received the grant check and that someone had broken into all of the mailboxes at the KONO office building around May 2021. She stated that the building manager removed all the mailboxes and for about six months all of our mail was being held at the post office and we would have to go and pick up the mail from the post office. Shari mentioned that she didn’t know the check had been mailed and was waiting on the check to come. Mindy noticed that amount was missing when all the grants were listed on the end of the year report. Shari found out from Mindy that it had been mailed and cashed at a Wells Fargo Bank. Shari went to Wells Fargo at Mindy’s request and was informed that they wouldn’t be able to assist her and that the person/business who wrote the check would need to inquire about the stolen check. Joseph also asked how it would be possible for someone to cash a check payable to KONO. Shari responded that she didn’t understand how either and that Mindy forwarded her an image of the check and no one had changed the name on the check which was payable to KoreaTown Oakland. Shari clarified that she didn’t know if the check was cashed or deposited. Joseph agreed that Sutter Health would need to file a claim that someone had stolen and cashed the check. Joseph asked if Mindy was following up on it. Sonja mentioned that when something like this happens, a police report should be filed to have some sort of documentation of what happened and this should be the first course of action taken. Joseph agreed that no matter the outcome that we report that a crime has been committed and follow up with Mindy that she files a claim. Mike stated that the December Oakland First Fridays lost $17k and that the OPD only charged us $1700 and wanted to know if he read the report correctly. Shari stated that some of the invoices may be delayed by the time the report is created so this may not be accurate.
Shari stated going forward in 2022 there is no guarantee we will receive funds to cover for police and fire. Ramon mentioned that the building manager has filed a police report regarding the break-in and was also let go due to mismanaging the property. So now there is new management and new secure mailboxes at the building.

**Greg** - Greg stated the event we had in Dec went very well. He mentioned that we acquired a new porta potty company as the previous one decided not to show up in Nov. Still working on sponsorships and he believes we received a total of $11k. He stated we didn’t have an event in Jan due to the Covid numbers. Greg mentioned that 3 of our teammates caught Covid. Shari mentioned that OPD had 30 officers out with Covid in Jan as well. Carbon Health will have a vaccination and testing booth at our Feb First Fridays. He mentioned they will conduct the testing without a person having any medical coverage. Greg stated he will postpone the Kid Zone one more month to help get the Covid numbers under control. Greg stated he had a meeting with a major sponsor in Dec and it didn’t turn out as hoped for. We have a follow up meeting next week. Mike asked what was the estimated crowd size for First Fridays for Nov and Dec. Greg responded that for Nov we had approx 8000 and for Dec had a little less, approx 6000 which is only an estimate. Mike stated his concern is that we lost $17k for the Dec event and wants to know what we should do to get close to breaking even. Greg responded that he believes the issue is the OPD costs are no longer being fully funded. He stated that's why we are working hard to attain sponsors to cover for that situation. Greg stated that he made the call to cancel Jan so we don’t spread the virus and have KONO or First Friday blamed for that, however the community was upset that we didn’t have an event in Jan. Greg stated he doesn’t know how to make the event any better but knows how to make it safe. Shari mentioned that a way to make it better is to attain more sponsorship and grant money. Joseph asked for clarification regarding adding the PPP loan as income and wanted to know what Shari categorized it as when it was received. Shari responded it was considered a liability but after it was forgiven, its now considered income. Sonja mentioned that the PPP funds should be an asset on the balance sheet and shown as income. Shari stated that the accountant instructed us to document it as income once it's forgiven. Mike asked why this grant is all to First Friday rather than to KONO. Shari responded that when she applied for the PPP loan it was a requirement to show how we were impacted by the Covid shutdown and First Fridays was and not KONO. Sonja stated that an asset cancels out a liability so on the balance sheet it should show as an asset as it adds to the cash balances. Shari stated an asset for example the $2k being held for our office rental is considered an asset because it is owed back to us however the PPP funds is considered a grant. Sonja stated you have assets and liabilities so anything cash should show as an asset. Mike stated that First Fridays doesn’t have its own EIN number so the proceeds should be under KONO. Joseph stated he understood now why Shari documented the PPP loan as income. Mike asked if the balance of $63k included the grants for Oakland First Friday. Joseph responded yes it does. Joseph asked if we can have the Carbon Health Covid testing company come out...
| c) Ramon Hall, Streetplus Supervisor | separately to provide testing for the community and find out if they would be willing to have an event organized by KONO. Greg responded that he will contact them to see if they would be willing to do that.  

**Ramon-** Ramon stated that they have been working hard with keeping the district clean with the new season. There are 2 new businesses in the district, a real estate office and an event space that should be opening up in February. He mentioned for the new season they will be keeping the tree wells clean, working on beautifying the district, removing the graffiti, keeping it safe and avoiding an outbreak of Covid between the employees as it is a main concern. Shari asked if the construction had started on the new Starbucks yet. Ramon responded that he has noticed the plumbing and they are waiting for some approvals from the city. He stated that they already shutdown the old Starbucks on West Grand and Broadway. Mike commented that Ramon is doing a great job. |
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| 4) **Action Item:** Approve Minutes from Dec 7, 2021 | Mike T- Moved to approve minutes  
Alan- 2nd to approve minutes  
No objections or abstensions  
Minutes approved.  

**Action:** Minutes from Dec 7, 2021 approved |
| 5) **Action Item:** Approve Financial Reports December 2021 | Shari- As of the end of December the KONO bank account balance is $421,091.23. P&L statement has a gross income of $617,014.70  
Total expenditure of $540,363.82  
Net revenue of $76,650.88  

Oakland First Friday- As of the end of December $195,789.56  
Total income for 2021 $218,201.72  
Total expenses-$155,130.56  
Net income $63,071.16  

Mike stated he doesn’t agree with the accounting decision to put all the PPP forgiven funds into the Oakland First Fridays account. Shari asked why should part of the funds go to KONO and that the account is all under KONO. Joseph stated he agrees that he doesn’t see any issue with all the funds going to Oakland First Friday. Shari suggested that she can set up a meeting with the accountant. Joseph stated that it would be a good idea for the accountant and Mike the treasurer to have a meeting.  

Alan- Motion to approve the financial reports  
Sonja- 2nd to approve  
Mike- 1 objection  
Financial report is approved |
|---|---|
6) **Discussion:**
**Review Board Nomination:**
Ryan M Thomas

Joseph asked for a background on Ryan. Shari responded that he was nominated by Matthew Ticknor and that Matt’s final service with the board ended in Nov. Shari stated Ryan lives right outside of KONO. Shari mentioned that she asked Ryan to send her a bio about himself and to fill out the application.

Ryan stated that he is a community manager for 2 properties and has been in property management for 12 years, most recently in Berkeley. He stated he lives in Adams Point behind the Carbon Health Center. Sonja asked if Ryan has any ideas on enhancing or improving the district. Ryan mentioned that he may be able to help with sponsors. He states he works for Grey Star which is one of the largest management companies in the world and he may be able to utilize some tools and or connections. Sonja asked if he was managing properties in the district and he stated that he manages Telegraph Art on 26th and Telegraph and the Moran at 570 21st. Sonja stated it would be great to have him on the board. Ryan stated he was having computer issues but will forward his bio. Joseph asked that we welcome Ryan and give him a round of applause.

7) **Open Forum:**

Shari asked that we talk about the agenda for the next board meeting. She requested that the vote for board nominee, Ryan, be added to the agenda and the review of the financials for the end of the year for 2021. She stated she invited Daniel Swafford regarding the cameras in the district and someone from OPD. Joseph asked if we can inquire about the cost for OPD with the officer that will attend the meeting and Shari stated they have no involvement with that. Alan stated that the police are subject to a community oversight board that meets twice a month and we should take that grievance to that board. Shari stated that the challenge is getting a department within the city of Oakland to cover the police costs and talking to the mayor may help.

Sonja motioned to adjourn the meeting
Mike T-2nd motion
Meeting adjourned

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**Next Executive Committee Meeting**

Meeting adjourned 6:55 pm

Next meeting February 8, 2022 at 6:00 pm

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Minutes by [Courtney Russell](mailto:courtney.russell@oakland.gov) and Edits by [Shari Godinez](mailto:shari.godinez@oakland.gov)