



Board of Directors Meeting Agenda

January 24, 2023, at 2:00 pm – 3:30 pm

Location: Russ Building, 235 Montgomery Street,
7th Floor Conference Room, San Francisco, CA 94104

Board of Directors: Noah Unger (*President*), Bill Whitfield (*Vice President*), Glenn Good (*Treasurer*), Kristie Arevalo (*Secretary*), Christine Mann (*Immediate Past President*), Tony Birdsey, Cassandra Costello, John Dunlap, Michelle Funkhouser, Alex Kaplan, Peter Quartaroli, Diana Rosenblatt, Chris Trotier, Kimberly Scrafano, Brian Reed, Peter Scott, Michael Velzo

Staff: Robbie Silver (*Executive Director*), Claude Imbault (*Deputy Director*), Melissa Buckminster (*MarCom Manager*), Lilian Mar (*Administrative Project Coordinator*), Laura Schaefer (*Economic Development Specialist*)

Partners/Guests: Amy Ackerman (*Legal Counsel*), De'Ante Bernstine (*Streetplus*)

Agenda

Opening Items – 15 min (2:00 – 2:15 pm) – Noah Unger, Board President

1. Call to order and roll call/introductions
2. Introduction of new staff members: De'Ante Bernstine, Director of Operations and Laura Schaefer, Temporary Economic Development Specialist
3. **Public Comment:** Any member of the public may address the Board concerning any item not on the Board's agenda.
4. **Motion:** To approve the November 4, 2022, Board meeting minutes.
5. **Motion:** To approve the 2023 Board of Directors calendar schedule (January, March, May, June as a special meeting to approve the FY 24 budget, dark in August, September, Annual Meeting & Special Board Election in November, and dark in December) 4th Tuesdays from 2:00 – 3:30 pm.

Executive Director's Report – Robbie Silver (2:15 – 2:25 pm)

6. Public Relations Services
 - a. **Motion:** To authorize the Executive Director to enter into contract negotiations with BerlinRosen for public relations services in the amount of \$10,000 per month for a 1-year term.

Committee Reports (2:25 – 3:15 pm)

7. Finance Committee – Glenn Good, Chair (2:25 – 2:45 pm)
 - a. Presentation: November 2022 Budget Summary
 - i. **Motion:** To approve the November 2022 Financial Statements as recommended by the Finance Committee.

- b. Presentation: December 2022 Budget Summary
 - i. **Motion:** To approve the December 2022 Financial Statements as recommended by the Finance Committee.
 - c. Presentation: FY 23 Budget Reforecast by Robbie Silver
 - i. **Motion:** To approve the FY 23 Budget Reforecast as recommended by the Finance Committee.
8. DISI Committee – Brian Reed, Chair (2:45 pm – 3:20 pm)
- a. Presentation: Let’s Glow SF 2022 Impact Report – Melissa Buckminster
 - i. **Motion:** To approve a two-year contract extension with A3 Visual to produce Let’s Glow SF in the amount not to exceed \$500,000 per year.
9. Clean & Safe Committee – Noah Unger, Chair (3:20 pm – 3:30 pm)
- a. Recap of Clean & Safe Committee

Closing – 3:30 pm

10. The next Board of Directors meeting is scheduled for March 28, 2023, at 2:00 p.m. located at the Russ Building’s 7th Floor Conference Room.
11. Adjournment
- a. **Motion:** To adjourn the Board meeting.

BROWN ACT: Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting and at least 24 hours prior to a special meeting. No permanent location for meetings has been set at this time. Action may not be taken on items not identified as such and posted on the agenda. Public comments will be taken on each action item on the agenda. If you have a disability and require special assistance to participate in the meeting, please call (415) 634-2251 or email Robbie Silver at rsilver@downtownsf.org at least 24 hours prior to the meeting.