



SPECIAL BOARD OF DIRECTORS MEETING AGENDA

September 26, 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: Bill Whitfield (President), Glenn Good (Vice President), Kristie Arevalo (Secretary), Chris Trotier (Treasurer), Christine Mann (Immediate Past President), Cassandra Costello, John Dunlap, Michelle Funkhouser, Alex Kaplan, Peter Quartaroli, Diana Rosenblatt, Peter Scott, Michael Velzo

Staff: Robbie Silver (Executive Director), Claude Imbault (Deputy Director), Melissa Buckminster (Director of Marketing & Communications), De'Ante Bernstine (Director of Operations & Services), Lilian Mar (Digital Marketing Specialist), Hannah Kiburz (Administrative Manager)

*On behalf of the Board President, Glenn Good will preside over the meeting.

Agenda

Opening Items – 10 min (2:00 – 2:10 pm) – Glenn Good

1. Call to order and roll call/introductions
2. Public Comment: Any member of the public may address the Board concerning any item not on the Board's agenda.
3. Approval of Minutes
 - a. **Motion:** To approve the July 25, 2023, Board meeting minutes.

Committee Reports – 40 min (2:10 pm – 2:50 pm)

4. Finance Committee – 30 min (2:10 – 2:40 pm) – Chris Trotier, Treasurer
 - a. Presentation: July & August 2023 Budget Summary
 - i. **Motion:** To approve the July & August 2023 Financial Statements.
 - b. Presentation: FY 23 Audit Report
 - i. Motion: To approve the FY 23 audit as recommended by the Finance Committee
 - c. Consent Calendar: consists of routine items, or that the Board has discussed previously and do not require further discussion. Unless any item is specifically removed by any member of the Board of Directors, the Consent Calendar will be adopted by one motion. The Board of Directors will take public comment on all items on the Consent Calendar when it is called.
 - i. Motion: To approve the following consent calendar as presented
 1. To extend the contract with TS4 Security for Let's Glow SF 2023 in the amount of \$76,680 between November 28 – December 12 for 24/7 coverage between 5 locations
 2. To extend the contract with SITELAB urban studio up to \$17,500 as a budget supplemental using carryforward funds for "The Gateway" project.
5. DISI Committee – 10 min (2:40 – 2:50 pm) – Michael Velzo

- a. Debrief on Landing at Leidesdorff (Claude & Melissa)

Executive Director's Report – 40 min (2:50 – 3:30 pm) – Robbie Silver

6. Introduction of new Administrative Manager, Hannah Kiburz
7. Embarcadero CBD formation update & next steps for discussion
8. Let's Glow SF fundraising update
9. Annual Meeting – Save the Date: November 8, The City Club
 - a. Special Board meeting (election) on November 7
10. Grant from The Port of San Francisco for services

Closing – 3:30 pm

11. A special Board of Directors election meeting is scheduled for November 7, 2023, at 2:00 p.m. located at the Russ Building's 7th Floor Conference Room. There are no meetings in October.
12. 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.

