



**TEMESCAL/TELEGRAPH COMMUNITY ASSOCIATION  
BOARD MEETING AGENDA**

January 25, 2023 – 6:00 to 8:00pm

Via Phone: 1-669-900-6833; 89968416717# & video: <https://zoom.us/j/89968416717>

**Board Members Attending:**

1. Allison Futeral, Board President
2. Daniel Chung, Interim Board President
3. Lynn Howe, 2nd VP & Secretary
4. Pat Smith, 1st VP
5. Emil Peinert, Treasurer
6. Don Macleay
7. Jordie Bornstein
8. Jessica Arlene

9. Tom Murphy
10. Adriana Valencia

**Board Members Absent:**

1. Marisol Vela-Chiu

**Guests Attending:**

1. Audrey Guilles
2. David Operario

**1. INTRODUCTIONS – Call to Order: Daniel Chung, *Interim Board President* at 6:02**

**2. PUBLIC COMMENT/ANNOUNCEMENTS**

Allison announced that she had made the difficult decision to close her Temescal location, and that she would be stepping down from the Board and Presidency, since she is no longer a resident or business owner in the District. Katie thanked Allison for her years of service to this community and for her leadership throughout her three terms as board president. Joey and members of the board thanked Allison for her service and support. Katie announced that Allison had appointed Daniel Chung to be Interim Board President, in accordance with TTBD bylaws, and the Executive Committee unanimously approved the appointment.

**3. CONSENT AGENDA**

**a. Approval of November Minutes**

Lynn motioned to approve minutes of the November board meeting. Tom seconded the motion. **Motion passed unanimously.**

#### **4. OPERATIONS REPORT - Joey Harrison, Director of Operations**

Jamar presented the Operations Report. Joey added that the recent deluge of rain had helped the team by watering the planters, but also pushed debris into gutters, causing issues.

#### **5. ACTION/DISCUSSION ITEMS**

##### **a. Board President Vacancy (EXEC)**

Katie explained the process of Allison stepping down as Board President, and appointing Daniel as interim Board President. She reported that the Executive Committee had voted unanimously to endorse this appointment. Don motioned to confirm Daniel as interim Board President. Adriana seconded the motion. **Motion passed unanimously.** Katie explained that the bylaws also stipulate that the board president and secretary cannot be the same person, and that Lynn had volunteered, with the endorsement of Exec, to step in as Secretary. Don motioned to approve Lynn as Board Secretary. Adriana seconded. **Motion passed unanimously.**

##### **b. Zone 3 Board Vacancy - Board Eligible: Jessica Arlene, UCSF CHO**

Katie explained that the bylaws also require that the board of directors consist of representatives from each of the four TTBID zones, and that since Abby Ellis had stepped down, there was a vacancy in Zone 3 representation. She added that Jessica Arlene has been eligible for appointment to the board for several months now. Don motioned to appoint Jessica to the Board of Directors. Tom seconded. **Motion passed unanimously.**

##### **c. Annual raises for TTBID staff and ambassadors (EXEC)**

Katie explained that the Executive Committee had voted unanimously for Ambassadors to receive a 5% raise this year, and for BID staff to receive a raise of 7%. Adriana asked if these raises were forecasted into the existing budget. Emil confirmed that these are the numbers used in forward projections. He noted that the budget was likely to dip into contingency funds this year, given the burden of the upcoming BID renewal. He clarified that the decision was justified by the fact that if the BID fails to renew in 2024, there will be no use for contingency funds. Emil also explained that the budget post-renewal is set to significantly increase, since the loan to pay off the Pedestrian Lights project will be paid off by 2024. Don asked for the actual numbers that the proposed wages would be applied to. Emil said that 5% moves the ambassadors to \$22/hour, and Jamar's salary to \$31/hr, which is the minimum for salaried employees. Lynn motioned to approve the recommendation for a 5% raise to ambassadors and 7% raise to staff, not including the new assistant that is being hired next month. Don seconded the motion. **Motion passed unanimously.**

**d. 2023 Holiday Market (PROMO)**

Katie explained that the Promo committee had voted unanimously against hosting 2023 HEAD WEST Holiday Market. Adriana motioned to approve dissolving the partnership with HEAD WEST for a holiday market. Jessica seconded the motion. **Motion passed unanimously.**

**e. Business Outreach Task Force (DE/ED)**

Katie explained that the Business Outreach Task Force is reviving its outreach efforts. Daniel volunteered to translate fliers into Korean, if needed. Jordie said that they are working on a revised flier that will go to DEED and the Board for approval before it is distributed. Don said that safety, crime, and security come up a lot in their outreach discussions with stakeholders. Adriana suggested that the Board discuss reorganizing with regard to access to BID services, resources, and information. She proposed that this could allow the BID to bridge the gap between business owners and the information and resources that the BID can provide. Jessica suggested that Katie consult with the BID alliance to see how other BIDs are structured. David said that outreach is an essential function of the BID, and that it is vital to give business owners the opportunity to participate and let them know the BID is here to help. Daniel suggested that in-person meetings could also increase attendance and engagement. **General agreement.**

**6. INFO ITEMS**

**a. Shop Safe Oakland Updates**

Joey explained that since the rollout was delayed, and the City has presented a deadline of March 1 to use the funds, he is planning to bring on Weekend Ambassadors 3 or 4 days per week to ensure all funds are spent on-time. He proposed Thursday-Sunday or Thursday-Saturday coverage from 2-10pm, pending budget limitations.

**b. Executive Director's Report**

**7. OTHER**

Adriana asked if there would be a card and gift for Allison to thank her for her service. Katie said yes and will circulate a card for board members to sign.