

Ocean Avenue Association Interim Board of Directors  
Final Meeting Minutes

Monday, July 25, 2011, 6:00 PM at Lick-Wilmerding High School  
Classroom 6  
755 Ocean Avenue at Howth

Board Members Present: Howard Chung, Rick England, Roger Seto, and Dan Weaver  
Board Members Absent: Walee Gon

**1. Call to Order:** Meeting called to order by Chair Howard Chung at 6:05pm.

**2. Action Item: Approval of Minutes for previous meeting, July 14, 2011:** *Dan Weaver moved to approve minutes. Howard Chung seconds the approval.*

**Public Comment: None**

*Board votes on motion. Motion passes unanimously.*

**3. Report on funding situation of this CBD:** Dan Weaver reported that the OAA met all requirements to secure the funds from the Treasurer's Office. However OAA is unclear on the hold on transfer of funds to the CBD organization. Howard Chung will follow-up with the San Francisco Office of Economic and Workforce Development regarding the transfer of funds and the assessment amount collected.

**Public Comment: None**

**4. Discussion of written materials for maintenance and cleaning services:** Dan Weaver distributed OAA's draft contract with the cleaning and maintenance company, Curb Appeal. OAA will complete the contract with Curb Appeal when CBD assessment funds are transferred to the organization.

*Edits to the contract for consideration:*

- Expand section 2.1: Compensation to include monthly billing, payment within 15 days of billing, and total cost of cleaning and maintenance
- Cleaning schedule and frequency included in the contract
- 1.3 Provisions that no payment billed if the company does not perform work on a scheduled day.

**Public Comment:**

*Joanna Lei:* Who will make sure that the street is clean?

*Dan Weaver:* Curb Appeal staff will clean 7 days a week. If there is something that needs immediate attention, merchants and property owners can call Curb Appeal. A flyer will be distributed to merchants and property owners when the company begins cleaning.

**5. Action Item: Report on Hiring Committee Activities:** Kate Favetti, a member in the hiring committee, reports that the committee met to evaluate 14 prospective applicants for interviews. 7 candidates were chosen for interviews, however one candidate dropped out of the interviews. There was a series of three interviews, in which the hiring committee agreed to interview three candidates for the final interview with the OAA Board of Directors (Dan Weaver was recused from the process).

Howard announces that the OAA Interim BOD would like to hire Catherine Hickey as OAA Executive Director. She has 10 years of experience with CBDs (Business Improvement Districts) and the interim board believes that Catherine will provide the Ocean Avenue CBD with good direction. Catherine will start as OAA's Executive Director on September 1, 2011. Dan Weaver suggests to vote at the next meeting with the item stated on the agenda.

Howard motions to have Catherine Hickey as the Ocean Avenue Association Executive Director and to include in the meeting agenda that the Interim Board of Directors will revote. Rick seconds the motion.

**Public Comments:**

*Mary Harris:* She thought that the top candidates would be brought out to a public interview

*Howard Chung:* All interviews were closed sessions as the meetings involved personal-related issues.

*Joanna Lei:* Were there any other candidates qualified in the Bay Area?

*Rick England:* 2 of the 3 top candidates were from the East Coast. Candidates in the Bay Area had a lot of experience, but the two candidates specifically have worked with CBDs.

*A. Mullaney:* Did candidates know that the position might be half time after the first year?

*Howard Chung:* When Kate contacted all 7 candidates, this was disclosed before setting interviews. At the interviews the hiring committee explained that full-time position is contingent on additional grants that the Executive Director will need to apply.

***Dan recues himself from the vote. Board votes on motion. Motion passes unanimously.***

**6. Brief report on website development proposals:** Dan Weaver provided a report that he is in contact with a potential website designer for the OAA. The designer has created websites for many start-up non-profits, including the Fisherman's Wharf CBD. The designer is able to come to an OAA meeting to gather ideas of what people want on the OAA's website. The designer will send his proposal to the OAA soon.

The OAA Board of Directors suggest that more time is given for others to send their proposals to develop the OAA's website. The Interim Executive Directors will announce the RFP on the Ocean Avenue Revitalization Collaborative yahoo groups and possibly on craigslist.

**7. Discussion of hiring interim Executive Director on contract hourly basis:** Howard Chung announces that the OAA would like to contract with Dolly Sithounnolat and Dan Weaver as

Interim Executive Director until Catherine Hickey starts her position with the OAA. While contracting with Dan Weaver as Co-Interim Executive Director, he will be a non-voting board member of the OAA.

Dolly and Dan will create a work plan of activities to focus on for the next 6 weeks. The two will work a combined 30 hours per week. Additional hours will be notified to the OAA Interim Board of Directors. Compensation will be \$40 an hour.

Howard motions to contract with Dolly Sithounnolat and Dan Weaver until the new Executive Director begins her position at the Ocean Avenue Association. Roger Seto seconds the motion.

**Public Comment: None**

***Dan Weaver is recused from the vote. Board votes on motion. Motion passes unanimously.***

**8. Discussion on nomination of permanent board of directors:** The OAA would like to start discussing process of nomination and preparing materials to property owners and merchants. Dolly reports that the OAA has 20 hours of technical assistance with Byron Johnson from CompassPoint. Dolly and Dan will work on preparing packet materials.

## **9. General Public Comment**

*Joanna Lei:* She reports that there were many robberies on the corridor in the past months, specifically at restaurants and cafes. Her business re-opened on July 1<sup>st</sup> and was burglarized last week.

*Dan Weaver:* Suggest that the Safety Committee meet soon.

*Howard Chung:* Possibly a community meeting with the Taraval Police Captain Curtis Lum.

**10. Next OAA Meeting: Tuesday, August 9, 2011 at 6pm.**

**11. Adjournment at 7:15pm**

Agenda item materials available for this meeting on request to [info.oacbd@gmail.com](mailto:info.oacbd@gmail.com)

Public comment on any item and general public comment is generally limited to 3 minutes; the chair may limit public comment if time constraints require.