

Ocean Avenue Association Interim Board of Directors
Meeting Minutes

Monday, June 13, 2011, 6:00PM at Lick-Wilmerding High School
755 Ocean Avenue at Howth
Classroom 6

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

Members Excused: Matt Patel

Interim Staff Present: Dolly Sithounnolat

1. **Meeting Call to order at 6:00PM**
2. **Action Item: Approval of Minutes of May 31, 2011 OAA Meeting Minutes**

Howard Chung Motions to approve minutes. Rick England seconds.

Public Comment: None

Board votes on motion. Motion passes unanimously

3. **Action Item: Brief Report on Legal Organizational Requirements**

- A. Dan Weaver reports that the application Ocean Avenue Association has submitted the vendor application to the City of San Francisco. The OAA has a vendor number, but the organization is not in the system as an approved vendor until the Business Registration Certificate is processed and the Human Rights Commission has approved. The OAA has not heard from the Human Rights Commission regarding the application.
- B. Dan has contacted various insurance brokers on insurance coverage required by the City of San Francisco to receive the CBD assessments. OAA found general liability insurance with Sweet & Baker Insurance Broker, Inc. Dan will check on cost for the automobile and workers compensation insurance for the OAA.
- C. The OAA has opened a bank account with Chase Bank. Rick suggests that the OAA create a resolution to authorize at least 2 signatories to sign checks that exceeds a certain amount, which is to be determined with a draft resolution.

Rick moves the motion to establish a resolution that requires two signatories to authorize set-up and sign checks on the behalf of the association. Dan seconds the motion

Public Comment on this item and motion: No Comment

Board votes on motion. Motion passes unanimously.

4. **Action Item: Management of Grants**

- A. The OAA confirmed that they will assume funding for the rCommunity Development Block Grant (CDBG). The OAA must fulfill all requirements to contract with the Office of Economic and Workforce Development for the grant. Dolly will work with Dan to complete required documents for the grant.
- B. Dolly includes that 6 merchants will have new façade painting, awning and/or signage completed in July as a part of the Capital Improvement Project Grant.
 - The Ocean Avenue Revitalization Collaborative (OARC) received \$79,000 grant two years ago. Completed projects include Caffe D'Melanio, Daytona Auto Body Shop, and Happy Bakery.
 - The OARC will use the OMI-Neighbors in Action as the fiscal agent to continue managing the grant and administer checks to the project contractors.

Dolly requests that the OAA Executive Director to help manage and continue coordinating the projects. If there are funds leftover, the OAA, OAA Executive Director, and OMI-NIA will help advise on other capital improvement projects that will increase the overall improvement of the Ocean Avenue commercial corridor. Dolly will provide OMI-NIA and the OAA Executive Director with files, invoices, and updated budgets on the project.

Dan move motion to authorize the OAA Executive Director to coordinate the Ocean Avenue Capital Improvement Grant. Rick seconds the motion.

Public Comment on this item and motion: None

Board votes on motion. Motion passes unanimously.

5. Board Member signatories for IRS Filing

All board member signatories are required to file for the IRS. Matt Patel has not been available since the first OAA meeting and is hard to contact. OAA board members will look at the ByLaws regarding board requirements.

Public Comment: None

6. Maintenance Contractor Progress Report

The OAA is preparing a contract with the cleaning and maintenance company Curb Appeal. Contracts will be signed with Curb Appeal after CBD assessments are received by the City of San Francisco.

Public Comment: None

7. OAA Website RFP Report

- A. Dan drafted an RFP for the OAA website. Edits to the RFP to include a page for OAA Agenda and Meeting Minutes on the website.
- B. Members of the public suggested to repurpose OARC's logo with the permission of the designer.

Public Comment:

M. Pakeman –Rose: Suggestion to hold a logo contest

M. Harris: OARC's logo was also a part of a logo contest. The final OARC logo incorporated pieces of submittals from students and other artists.

8. General Public Comment: None

9. Next Meeting Date: June 27, 2011 at 6pm location To Be Determined

Meeting Adjourned 7:30pm

Agenda packet is available for review 72 hours before or anytime after the meeting upon request. Contact Dolly Sithounolot at 4702 Mission St., or by telephone at 415.375.2265

Please RSVP for meetings with Dolly Sithounnolat (dolly.oarc@gmail.com or 415.375.2265)