

Ocean Avenue Association Interim Board of Directors

Meeting Minutes

Friday, February 11, 2011

4:00PM at Ingleside Branch Library Community Room

1298 Ocean Avenue at Plymouth

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

Public/Guests Present: Kate Favetti, Al Harris, Mary Harris, Maria Fe Picar, Dolly Sithounnolat, and other general public

Meeting called to order at 4:05PM

1. Introduction of the Interim Board will serve as the body to help move the Ocean Avenue Community Benefit District (CBD) processes move forward until a permanent Board of Directors is elected.
2. Review of the Brown Act with the Interim Board. General public comments are limited to 1-3 minutes. There will be a call for public comment before an action is taken. Interim Board must follow the specific guidelines of the Brown Act for posting meeting agendas and announcements.
3. Discussion of selecting an attorney for incorporation and required filings with Federal, State and local agencies. Three proposals were returned for review by the Interim Board. Recommendation to select with Civitas for legal services for incorporation of the 501(C)3
No Public Comment.
Action: Interim Board selected Civitas for legal services to incorporate to 501(C)3. Ayes – 6 All Approved.
Contract with Civitas to follow.
4. Discussion of cleaning and maintenance contractor selection for the Ocean Avenue CBD. Four contractors were identified and asked to submit proposals according to activities in the Ocean Avenue CBD management plan. A request that interim board members or public to identify other local cleaning and maintenance contractors to submit proposals by March 1, 2011.

Public Comment:

Suggestion that cleaning and maintenance contractors present to the Interim Board.

- a) Interviews with contractors to help decide on companies suitable for the activities required in management plan.
- b) Interim Board to develop a subcommittee to help review contractors.
- c) Ask other CBDs about their contractors
- d) Ask contractors on cost for graffiti removal within 24 hours, 48 hours, 72 hours, etc.

5. General Public Comment

Maria Picar, Executive Director of the OMI Cultural Participation Project. OMI-CPP promotes unity and celebrates diversity through community art events. For the past 10 years, Maria has produced the OMI International Family Festival. Maria is interested in knowing the budget for events and would there be any contribution for the OMI International Family Festival?

6. Officers voted by the Interim Board

- a) Nominated for Chairperson is Howard Chung. No public comment. Ayes-6 All Approved.
- b) Nominated for Vice Chairperson is Walee Gon. No public comment. Ayes-6 All Approved.
- c) Nominated for Treasurer: Rick England. No public comment Ayes-6 All Approved
- d) Nominated for Secretary: Dan Weaver. No public comment. Ayes-6 All Approved.

6. Proposed next agenda items for February 25, 2011 at 4PM

- a) Select members for Committees: Events/Marketing and Cleaning/Maintenance/Safety
- b) Website for the Ocean Avenue CBD
 - i. Suggestion for Lick-Wilmerding or City College of San Francisco to help develop a website for community service work. Rick England will ask the Civic Engagement Director about help on designing a website.
 - ii. Possibly use templates from other CBDs
 - iii. When to start up website? Will announcements be posted on the Ocean Avenue Revitalization Collaborative website until the CBD more developed?
- c) Name of Organization
- d) Future meeting on March 11 at 4PM

7. Adjournment at 5:20PM

Agenda packet is available for review before or after the meeting for a 7-day period upon request. Contact Dolly Sithounolal at 4702 Mission St., or by telephone at 415.375.2265

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