

Ocean Avenue Association Interim Board of Directors
Meeting Minutes

Thursday, May 4, 2011, 5:30PM at Lick-Wilmerding High School
Classroom 6
755 Ocean Avenue at Howth

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

Members Excused: Matt Patel

Interim Staff Present: Dolly Sithounnolat

Guests: Byron Johnson and other attendees

1. Meeting Call to order at 5:30PM

2. Action Item: Approval of Minutes of April 14, 2011 OAA Meeting Minutes

Dan Weaver Motions to approve minutes. Rick England seconds.

Public Comment:

B. Johnson: Correction on his last name in the meeting minutes

Board votes on motion with the correction. Motion passes unanimously.

3. Maintenance Service Proposal

A. Dan reports 4 companies have returned proposals on maintenance and cleaning services for the Ocean Avenue CBD. The companies do not cover all the services that are described in the CBD management plan. Dan asks how to proceed with the selection of the maintenance company.

B. The board discusses that criterias for selecting the top two contractors include detailed services that are listed in the management plan for cleaning and maintenance. If certain services are not covered, the contractor might want to work with a subcontractor. Costs on these services are also important in the proposal delivery.

C. The Board would like the proposals at the next meeting for further discussion.

Public Comment: None

4. Action Item: Hiring Committee

A. As suggested by the public in the last meeting, Dolly emailed merchants and property owners about taking part of the hiring committee. One property owner, Mildred Rose Pakeman, is interested in taking part in the hiring committee and selection of the CBD Executive Director. The Ocean Avenue Revitalization Collaborative (OARC) has selected Kate Favetti and as their representatives in the hiring committee. If needed, OARC nominates Maria Picar to sit on the committee if needed.

B. The Board selects Howard Chung and Roger Seto to take part of the hiring committee.

C. Howard motions to approve the establishment of the hiring committee to include Mildred Rose Pakeman, Kate Favetti, Roger Seto, and Howard Chung. Maria Picar as an alternate if needed. Rick seconds motion.

Public Comment: None

Board votes on motion. Motion passes unanimously.

5. Action Item: Budget Development

- A. In efforts to begin the CBD services, Dolly recommends that the board establishes a committee with public meetings to discuss the budget. Discussions in the near future include the Executive Director's salary range, management and operations, and budget range for cleaning and maintenance services. Dolly distributes the draft duties and responsibilities of the Budget Committee.
- B. The Interim Treasurer, Rick England, and Interim Vice-President, Walee Gon, are selected as the budget committee to hold discussion with the public and make recommendations to the full board.
- C. Howard motions to approve the establishment of the Budget Committee. Dan seconds the motion.

Public Comment:

Lisa Pagan: The CBD assessments were due back on April 30th 2011. About 50 percent of the assessments were received to date. Lisa will provide another assessment update at the end of May. The City will turn the assessments over to the Ocean Avenue CBD when the Ocean Avenue Association has completed all their filing in the Federal, State, and City of San Francisco.

Board votes on motion. Motion passes unanimously.

6. Action Item: Ocean Avenue Association ByLaws

Howard Chung, the Interim Board President, presents the ByLaws drafted by Civitas attorney group. The Ocean Avenue Association will need ByLaws to establish as charitable nonprofit 501(C)3. The ByLaws presented are general to the Community Benefit District. Once approved, the ByLaws can be amended by the full board. If there are no additional edits, Howard motions to approve the Ocean Avenue Association ByLaws. Walee seconds motion.

Public Comment: None

Board votes on motion. Motion passes unanimously.

7. General Public Comment

- A. *Dolly:* The Ocean Avenue Art Walk and Sidewalk Sale is Saturday, May 7th with the sidewalk beginning at 12pm and the art walk starting at 5pm.

In addition, there will be a memorial service to celebrate the life of a merchant, Melanio Duarte, on May 8th at the Ingleside Presbyterian Church at 3pm. This is a huge loss for the Ocean Avenue neighborhood as he's been a supporter for the community and local businesses. Melanio's family is accepting donations to help bring his ashes back to Argentina and pay for the Ingleside Presbyterian Church's CBD assessment.

- B. *Lisa Pagan:* In the next year there will be design meetings for the Phelan Loop Plaza. The City applied for a grant to design and develop the plaza.

C. *Mildred Pakeman -Rose*: Attended OARC's meeting, where the San Francisco Municipal Transportation Agency (SFMTA) and Bicycle Coalition announced that they will put the parking meters back on Ocean Avenue between Lee and Harold by April. The bike lanes are also to be removed. Mildred requests that the Ocean Avenue CBD write a letter to put back the parking meters back and have them stay.

Dolly has contacted Supervisor Avalos' office about the situation as well. Both parties are waiting to hear from SFMTA.

8. Next meeting schedule date and time: May 16, 2011 at 5:30pm at Lick-Wilmerding

9. Meeting Adjourned at 6:45pm

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

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