

**The Richmond Main Street Initiative, Inc.  
Revitalizing Historic Downtown**



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**BOARD OF DIRECTORS MINUTES**

**Thursday, May 16, 2019 | 12:00pm**

Present: Billy Ward, Charlene Smith, Cindy Haden, Michael Martin, Robert Rogers, Sarah Wally, Xavier Abrams

Staff: Amanda Elliott, Alicia Gallo

Absent: Tami Steelman Gonzales, Yvette Barr

**I. Opening of the Meeting**

Meeting was opened by Billy Ward at 12:10pm.

**II. Review and Approval of Agenda**

Charlene Smith moved for the approval of the agenda. Cindy Haden seconded the motion. The agenda was unanimously accepted and approved.

**III. Public Comment**

Any person may directly address the Board at this time on any item on the agenda or on any item that is within the subject matter jurisdiction of the Board. A maximum of five (5) minutes is allowed for each speaker.

Cordell Hindler presented these events for Board consideration:

1) Block Captain Training: May 22, 7pm, City Hall 2) Santa Fe Neighborhood Council Pancake Breakfast: May 24, St. Luke Missionary Baptist Church 3) Contra Costa Mayor Conference in Moraga 4) CC Civic Theater show coming up 5) City of Richmond Economic Development Commission appointments at next Council meeting (possibly).

**IV. Approval of Minutes: April 11, 2019**

Charlene Smith moved to approve the April 11, 2019 minutes; Michael Martin seconded the motion. The minutes were unanimously accepted and approved.

**V. Administrative Update**

**a. Staff – Amanda Elliott**

Staff is considering 3 candidates for Admin/Finance Coordinator position. Also moving forward with starting volunteer through the County's Senior Community Service Employment Program. Both roles will increase capacity of organization.

**Action:** Amanda share Admin/Finance Coordinator candidates with Executive Board.

**b. Financials – Amanda Elliott**

The budget is looking positive. Reviewed fund development growth plan and updated executive summary with priorities, risks, history, etc. Continuing conversation with Leshar regarding renewal request. Exploring new opportunities: 2020 Census Grant; AHEAD Grant (to support local entrepreneurs to scale up to meet new development); Wells Fargo; Working on developing profit

sharing/community benefit partnership strategy with SAA|EVI. Charlene recommended Bank of American Foundation Grant.

**Action:** Charlene to send Amanda Bank of America Foundation grant information (open June 3 – 28); Billy to introduce Amanda to Wells Fargo Foundation area representative to Amanda; Robert pledged John Gioia’s office support for 2020 Census Grant via letter of support.

c. **CoBiz LLC Update – Amanda Elliott, Michael Martin**

eQuip’s proposal to amend operating agreement, LLC, and bylaws discussed.

**Action:** Michael to follow up to find out if they have secured counsel and reviewed current CoBiz documents.

d. **Transition Plan – Amanda Elliott**

Job descriptions sent to transition team, presented to Board of Directors. Creating the office operations informational binder in progress. Transition Team is working on media release/public talking points. Timeline update was shared with the Transition Team and will be shared with Board of Directors. Announcement/communications and candidate search strategy discussed.

**Action:** Amanda will update and share current job description for Alicia Gallo/Programs & Communications Manager. Staff will prioritize updating office operations information binder.

**VI. Committee/Event Updates**

a. **Promotions / Fundraising – Michael Martin**

May meeting rescheduled for May 20.

**Action:** none

b. **Clean & Safe – Cindy Haden**

Spring Clean-up & Chess in the Park community service activity scheduled for Saturday, June 8.

Applied to host National Night Out party on August 6 at RMSI office/MetroWalk/Richmond BART; reaching out to MetroWalk and BART for partnership. PSA from BART: Phone and laptop thefts in/on/around BART is increasing, especially at West Oakland and 12<sup>th</sup> Street stations. Xavier relayed concerns from residents about juveniles hanging around MetroWalk.

**Action:** none

c. **Economic Development – Charlene Smith**

Robert, Charlene, and Cindy attended May Business Mixer on May 9.

May meeting moved to June 17.

**Action:** Committee to discuss future meeting dates at June meeting.

**VII. Other Business/Good of the Order**

Amanda:

- Taste of Richmond: Saturday, May 18

**VIII. Meeting adjourned: 1:44pm.**

**Next meeting:** Thursday, June 13, 2019  
Richmond Main Street Office