

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



**1600 Nevin Plaza**

**Richmond, CA 94801**

**Telephone: (510) 236-4049 | Fax: (510) 236-4052**

**Web: [www.richmondmainstreet.org](http://www.richmondmainstreet.org)**

**BOARD OF DIRECTORS MINUTES**

**Thursday, June 13, 2019 | 12:00pm**

Present: Billy Ward, Charlene Smith, Cindy Haden, Michael Martin, Sarah Wally, Tami Steelman Gonzales, Yvette Barr, Robert Rogers Xavier Abrams

Staff: Amanda Elliott, Alicia Gallo, Michelle Hong, Katherine Webster

Absent:

**I. Opening of the Meeting**

Meeting was opened by Billy Ward at 12:07pm.

**II. Review and Approval of Agenda**

Michael Martin 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 Announcements: 1) June 14-22: Once on this Island play 2) June 19: Crime Prevention Meeting about CERT 3) June 29: Medicare Health Fair at Richmond Senior Center 4) July 11: Contra Costa Mayors' Conference

**IV. Approval of Minutes: May 16, 2019**

Sarah Wally request amendment to add action item to CoBiz LLC Update. Cindy Haden moved to approve the May 16, 2019 minutes as amended. Sarah Wally seconded the motion.

**I. Administrative Update**

**a. Staff – Amanda Elliott**

Amanda and Alicia reviewed applications and interviewed 3 potential candidates for the Administrative Coordinator position, shared evaluations, and discussed top 2 candidates in consideration. New staff introductions: Michelle Hong (Health Careers Pathways Intern, Contra Costa Health Services): rising senior at Pinole Valley High School, will be working with Alicia on coordinating Healthy Village Festival and making recommendations about 12<sup>th</sup> and Macdonald development project; Katherine Webster (Volunteer Administrative Assistant, Contra Costa County Senior Community Service Employment Program): longtime Richmond resident, many connections with area organizations.

**Action:** Amanda will extend employment offer to top candidate.

**b. Financials – Tami Steelman Gonzales**

Amanda: Staff has secured and expecting to secure additional Celebrate Downtown sponsorships; funding through EDA grant with Renaissance Entrepreneurship Center continues; DRPBID payment anticipated; fiscal agent fee from Taste of Richmond pending. Development update: have applied for Census Grant and AHEAD Grant; will apply for United Way Census Grant.

**Action:** Amanda to follow up with Sims Metal Management regarding sponsorship, ECIA grant, Supervisor Gioia's office for letter of support for United Way grant.

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

No substantive updates. CoBiz partners anticipated to meet June 26 to discuss board structure/officers, legal analysis of CoBiz organizational structure.

**Action:** Amanda to confirm next meeting and share with board.

d. **Transition Plan – Amanda Elliott**

Amanda attended a leadership transition program training June 10 and 11. Alicia completed the RMSI administrative binders. Board cross-training is scheduled for July 11; Yvette and Michael attending.

**Action:** Amanda schedule meeting with Executive Board by mid-July.

II. **Committee/Event Updates**

a. **Promotions / Fundraising – Michael Martin, Yvette Barr**

Sarah and Billy: Billy met with RFD to discuss capacity of venue. Sarah and Billy are finalizing the Rooftop Soiree pitch deck. Target event dates are October 12 or 19.

Michael: Celebrate Downtown events are in full swing. Healthy Village Festival coming up on June 29 (need volunteers, promote); Music on the Main: July 24 & August 28 (need in-kind donations, volunteers); Spirit & Soul Festival September 21 (need in-kind donations, volunteers, performers for main stage & 12<sup>th</sup> Street stage)

Alicia: Spring Art Through Transition show ended on May 31 and resulted in two pieces being sold. This is the first art sales through Art In Windows program. Thanks to Billy Ward for supporting this program by patronizing two artists, Elmarese Ownes & Malik Seneferu.

**Action:** Amanda and Alicia will review and offer feedback on Rooftop Soiree pitch deck. Sarah and Billy to schedule meeting with BART by end of June. Alicia will send call for volunteers info to Xavier (to share with Mechanics Bank staff) and Katherine (to share with Lao Family youth program).

b. **Clean & Safe – Cindy Haden**

Spring Clean-up & Chess in the Park was successful with about ten volunteers. Next meeting is July.

**Action:** none

c. **Economic Development – Charlene Smith**

Next committee meeting is Monday, June 17.

**Action:** none

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

- Amanda: Has accepted invitation to Ghana trip, July 23-August 8. Requesting board to help MC Music on the Main; Michael volunteered, with board offering to support.
- Alicia: Deonte Anderson, longtime Neighborhood Ambassador, and his wife Harprit had a baby! New mural going up at LifeLong Brookside Clinic.
- Sarah: Pride month event at Supervisor Gioia's office a success.

IV. **Meeting adjourned:** 1:28pm.

**Next meeting:** Thursday, July 11, 2019  
Richmond Main Street Office