

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



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**BOARD OF DIRECTORS MINUTES**

**Thursday, July 11, 2019 | 1:00pm**

Present: Billy Ward, Charlene Smith, Sarah Wally, Michael Martin, Robert Rogers, Xavier Abrams, Yvette Barr  
Staff: Amanda Elliott, Alicia Gallo, Ronnie Mills  
Absent: Tami Steelman Gonzales

**I. Opening of the Meeting**

Meeting was opened by Xavier Abrams at 01:20pm.

**II. Review and Approval of Agenda**

Michael Martin moved for the approval of the agenda. Yvette Barr 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) Upcoming play *Once on This Island* at Contra Costa Civic Theatre 2) July 17 crime prevention about CERT 3) Sep 5<sup>th</sup> Contra Costa Mayor's Conference

**IV. Approval of Minutes: June 13, 2019**

Michael Martin moved to approve the June 13, 2019 minutes as amended. Charlene Smith seconded the motion.

**I. Administrative Update**

**a. Staff – Amanda Elliott**

Amanda extended employment offer for Admin/Finance Coordinator. New Staff introduction: Ronnie Mills (new Admin/Finance Coordinator, Richmond Main Street Initiative); longtime Richmond resident, local musician

**Action:** none

**b. Financials – Amanda**

Review of financial discussion about corporate grant allocations; discussion about recommendation for funding (Wells Fargo, Bank of America, Kinder Morgan, AHEAD.) Amanda worked with Sarah Lightfoot to apply for Wells Fargo, 2020 Census and AHEAD FHL grants.

**Action:** none

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

Discussion of grant agreement for RMSI and CoBiz; Amanda, Xavier, and Jim Becker met regarding funding allocations and grant agreements between partners (RMSI, REC, RCOC). Partner meeting with update from Wesley Alexander about Cobiz buildout projected opening Aug-early sep. Grant language to be updated to reflect lease; seeking new grant agreement.

**Action:**

Amanda to request updated grant agreement; explore indemnity and/or bond agreement for RMSI association with Project

Xavier recommendations: change legal structure Cobiz (LLC to Corp), call meeting with Chevron (Michael pledged to support)

Board: draft resolution regarding future of RMSI involvement with CoBiz and vote

Michael moved that the board resolve at the next possible meeting to disassociate from the Project as it is currently structured and to not jeopardize sustainability of RMSI. Cindy seconded.

Unanimous approval.

d. **Transition Plan – Amanda Elliott**

Board cross-training held with Michael, Yvette, Billy attending, Amanda and Alicia leading. Meeting with Executive Board pending.

**Action:** Amanda will send meeting dates to Executive Board.

II. **Committee/Event Updates**

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

- Healthy Village Festival recap: Incredible event, with record breaking attendance by community and vendors; addition of LifeLong Medical Van was great and Councilmember Johnson made an incredible first event Grand Marshal.
- Next event is Music on the Main: July 24 with Andre Thierry, Beaufunk with Michael Jeffries. Postcards are in production. Needs: Ice, wine/margaritas supplies, raffle prizes. Pledges: Yvette, Cindy (Beverage Booth), Charlene (Info Booth), Billy (Floater, food bank donation pick-up), Michael ( MC)
- Rooftop Soiree: Sarah, Billy, Amanda met with Director Simon; Amanda has followed up with public/gov affairs, director, and real estate; waiting to hear back. Date October 19.

**Action:** Alicia will send volunteer commitments to board.

b. **Clean & Safe – Cindy Haden**

Next committee is meeting July 17. Two events are coming up: National Night Out August 6 and Chill with a Cop August 17.

**Action:** On behalf of Yvette, Cindy will ask BART PD to notify RMSI when major safety incidents occur.

c. **Economic Development – Charlene Smith**

No update.

**Action:** Next meeting scheduled for August 19.

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

Community Meeting: July 15 at Richmond Food Hall, 6pm-8pm.

IV. **Meeting adjourned: 2:56pm.**