

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



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BOARD OF DIRECTORS MINUTES

Thursday, August 15, 2019 | 12:00pm

Present: Charlene Smith, Cindy Haden, Michael Martin, Robert Rogers, Yvette Barr, Billy Ward [via conference call]

Staff: Amanda Elliott, Alicia Gallo, Ronnie Mills

Absent: Sarah Wally, Xavier Abrams, Tami Steelman Gonzales

I. Opening of the Meeting

Meeting was opened by Charlene Smith at 12:05pm.

II. Review and Approval of Agenda

Michael 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) Contra Costa Mayors Conf. Sep. 5th to discuss "Contra Costa Electric Vehicle Readiness Blueprint" 3) Economic Dev. Commission (open vacancy) 4) Upcoming play "Bright Star" at Contra Costa Civic Theater October 4th, 2019 6) Block Party at City Hall Aug. 15th

IV. Approval of Minutes: July 11th, 2019

Michael moved to approve the July 11, 2019 minutes as amended by Charlene; Yvette seconded the motion.

I. Administrative Update

a. Staff – Amanda Elliott

New senior intern to change staffing agency.

Action: staff training to come shortly for new implementation with platform.

b. Financials – Charlene Smith

Review of financial discussion about corporate grant allocations and newly awarded grant funding from Wells Fargo. Still waiting for CoBiz administrative funding.

Action:

Meeting with Wesley Alexander on Monday

c. CoBiz LLC Update – Amanda Elliott, Michael Martin

Amanda and Michael met with Jim Becker & Wesley Alexander to discuss disassociation of lead agency of CoBiz.

Action: Meeting with Chevron called by CoBiz. CoBiz in discussion to change lead agency.

d. **Transition Plan – Amanda Elliott**

Amanda met with board members Yvette, Michael, and Billy - planning to continue training with members in regards to daily activities, policy and procedures.

Action:

Move to add additional signers to on-board for accounts. Transition team to meet and discuss announcement, and hiring timeline. Amanda will send meeting dates to Executive Board.

e. **Committee/Event Updates**

Promotions / Fundraising – Michael Martin, Yvette Barr

- Music on the Main recap: Positive feedback on event as a whole; some negative feedback in regards to the towing of three (3) vehicles. The beverage booth was a big success & sold out of East Bay Beer.
- Next event is Music on the Main: August 28th with SambaFunk! & GTS band.
- Rooftop Soiree: target date for event pushed back to May 2020 - pending approval from BART
- Art through Transition: opening session September 6th & October 12th - closing reception
- Wine Bus Fundraiser: Board moved to have another Wine Bus trip to Napa late Fall 2019 - Sarah Wally to head the planning of trip.

Action:

Volunteers to place more tow-away signage for future events. Move to find additional vendors for Spirit & Soul. Move to relocate beverage booth away from stage & grocery giveaway booth away from street. Move to have more people to assist with beverage booth [staff to finalize decision on the relocation of RMSI booths.]

f. **Clean & Safe – Cindy Haden**

National Night Out August 6th was a success. Next committee meeting is September 18th. Next event coming up: Chill with a Cop August 17th

Action:

None

g. **Economic Development – Charlene Smith**

Monday meeting Aug 19 with update to be given on CoBiz partnership. Rich City Apparel to co-use RMSI space. RMSI looking to sponsor booth for Rich City Apparel at Spirit & Soul 2019. Shop Small Saturday will be Grand Opening for Rich City Apparel.

Action:

Additional outreach to small businesses to partner with Spirit & Soul 2019. EDC to sponsor selected vendors for Spirit & Soul 2019.

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

- None

III. **Meeting adjourned: 1:03pm.**

Next meeting: Thursday, September 12th, 2019
Richmond Main Street Office