

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



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BOARD OF DIRECTORS MINUTES

Thursday, September 12, 2019 | 1:00pm

Present: Billy Ward, Charlene, Smith, Cynthia Haden, Michael K. Martin, Robert Rogers, Sarah Wally, Xavier Abrams, Yvette Barr

Staff: Amanda Elliott, Alicia Gallo

Absent: Tami Steelman Gonzales

I. Opening of the Meeting

Meeting was opened by Xavier Abrams at 1:10pm.

II. Review and Approval of Agenda

Cynthia Haden 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 the following announcements for Board consideration:

- 1) Council of Industries, Luncheon September 18, special guest Diana Becton
- 2) Crime Prevention monthly meeting, September 18, featuring Richmond Police Department School Resource Officer
- 3) City of Richmond National Drive Electric Week, September 19
- 4) Contra Costa Mayors Conference, November 7
- 5) Vacancy on Economic Development Commission
- 6) North & East Neighborhood Council Picnic, September 14.

IV. Approval of Minutes: August 15th, 2019

Michael Martin moved to approve the August 15, 2019 minutes; Yvette Barr seconded the motion.

V. Administrative Update

a. Staff – Amanda Elliott

Schedules for Ronnie and Katherine have changed; Amanda and Alicia working to make adjustments and be flexible with schedules.

Action: Xavier and Michael recommended evaluating fit.

b. Financials – Amanda Elliott

Review of financial statements.

Recent financial awards not included in statement include: AHEAD grant (30k, business training for entrepreneurs), Census 2020 (10k, community engagement), Wells Fargo (10k, business training for women entrepreneurs), Zellerbach Family Foundation (3k, Spirit & Soul Festival).

Xavier advocated for reviewing and updating bank account points of contact/authorizations.

Action: Xavier and staff work on updating bank accounts.

c. CoBiz LLC Update – Amanda Elliott, Michael Martin

Partners and board meeting in August went well. Pending: current LLC will be dissolved and new 501c3 formation by CoBiz will be sought. Legal counsel has been obtained to complete this process, with fees being paid by eEquip. RMSI administrative fee through August has been provided. Future of partnership funding is pending. Grand opening has been scheduled for November 6, 5-7pm.

Action: none

d. Transition Plan – Amanda Elliott

Amanda announced that she has accepted position with National Main Street; start date TBD, possibly Nov. Discussion about announcement, director search, organizational structure, and transition next steps.

Announcement will be made and position will be posted September 23.

Action: Amanda and transition team to work on announcements and position description.

VI. Board Development

a. Recruitment: Potentially 2 spaces to be filled.

b. Nominations/Elections: Leadership elections board retreat February 2020

Action: Board members to develop list and start engagement with potential candidates. Kaiser Permanente, BART, LifeLong Medical Care.

VII. Committee/Event Updates

a. Promotions / Fundraising – Michael Martin, Yvette Barr

This month's meeting rescheduled for September 16.

Action: none

b. Clean & Safe – Cindy Haden

Chill with a Cop was a success! New location (Metro Walk Plaza/Richmond BART) worked out well and attendance was larger than previous years; "sold out" of ice cream. This month's meeting taking place September 18.

Action: none

c. Economic Development – Charlene Smith

Met August 17; discussed project for merchant outreach around Small Business Saturday, hosting reception at RMSI/Visitor Center/Rich City Apparel; possibly create a passport for visitors, grand opening of Rich City Apparel, coordinate shopper incentives with merchants. RMSI & EDC partnering to extend booth space sponsorships to Spirit & Soul Festival artisan/retail vendors.

Action: Sarah send info about small business grant program, potentially can be included with RMSI small business workshops.

VIII. Other Business/Good of the Order

Xavier: Starting October 1, will have new role at Mechanics Bank, Walnut Creek.

Amanda: Seeking youth to participate in ECIA Youth Media Project; Charlene to seek EBCPA partnership.

Announcement/invite to RCOE Economic Summit on September 17.

IX. Meeting adjourned: 2:35pm.

Next meeting: Thursday, October 10, 2019
Richmond Main Street Office