

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



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**BOARD OF DIRECTORS MINUTES**

**Thursday, October 10, 2019 | 12:00pm**

Present: Charlene Smith, Cynthia Haden, Michael K. Martin, Robert Rogers, Sarah Wally (call-in), Yvette Barr, Tami Steelman Gonzales (call-in)

Staff: Amanda Elliott, Ronnie Mills

Absent: Xavier Abrams, Billy Ward

**I. Opening of the Meeting**

Meeting was opened by Cindy Haden at 12:10pm.

**II. Review and Approval of Agenda**

Cindy Haden moved for the approval of the agenda. Michael Martin 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. Bright Star Musical at the Contra Costa Civic Theater October 18, 2019 2. Crime Prevention Banquet on 3230 Macdonald Ave Saturday October 19, 2019 at 6pm 3. Contra Costa Mayors Banquet at the Berkeley Golf & Country Club November 7, 2019 4. Richmond City Council Meeting on October 22, 2019 at 6:30pm 5. Richmond PD hosting Cops & Goblins October 26, 2019 6. Mayors Community Fund Event at Wine Haven October 19, 2019 at 3pm – 6pm

**IV. Approval of Minutes: September 12, 2019**

Cindy Haden moved to approve the September 12, 2019 minutes; Yvette Barr seconded the motion.

**V. Administrative Update**

**a. Staff – Amanda Elliott**

Working to make adjustments for scheduling with Kathrine; Alicia Gallo to arrive back from vacation October 14, 2019.

**Action:** none

**b. Financials – Amanda Elliott**

Review of financial statements.

Treasurer, Tami Steelman Gonzales, effective resignation to take place at the end of October 2019. Expecting \$30k from FHL grant and AHEAD Grant.

**Action:** Staff working to update bank accounts with new board signers and onboard new bookkeeper.

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

Amanda met with CoBiz October 9, 2019 to discuss transition and projects/programming during transition. Tentatively scheduled two events to fulfill programming obligation: RMSI Celebration/Amanda Farewell on November 7, 2019 and Small Biz Saturday reception on November 30, 2019.

**Action:** Course of action to be sent out in regards to hosting the events.

**d. Transition Plan – Amanda Elliott**

Last official board meeting for Amanda Elliott. Amanda's final day as E.D. was announced to be October 21, 2019. Received two applicant inquiries since open position announcement was posted.

**Action:** Posting of the E.D. position to hiring sites. Interviews for first applicants to start week of October 14, 2019.

**VI. Board Development – Amanda Elliott**

Amanda has reached out to Transportation Grant Association for inquiries of board member interest. Taste of Richmond chair expressed interest to serve on board. Amanda Elliott & Board Members moved to add Yvette Barr as new board treasurer after the transition of Tami Steelman Gonzales.

**Action:** Xavier Abrams to discuss board inquiries with BART, Kaiser Permanente, Life Long, and CHDC.

**VII. Committee/Event Updates**

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

Moved to wait for update from Alicia from Spirit & Soul 2019

**Action:** Discussion to take pricing off of promotional flyers for future events.

**b. Clean & Safe – Cindy Haden**

Meeting next month November 2019

**Action:** none

**c. Economic Development – Charlene Smith**

Meeting Tuesday, October 15, 2019

**Action:** none

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

Rooftop Soiree gets a green light – needing permits for alcohol and food.

**IX. Meeting adjourned: 1:30pm.**

**Next meeting:** November 14, 2019  
Richmond Main Street Office