

**The Richmond Main Street Initiative, Inc.**

**Revitalizing Historic Downtown**



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**BOARD OF DIRECTORS MINUTES**

**Thursday, January 9, 2020 | 12:00p.m.**

Present: Charlene Smith, Cynthia Haden, Michael K. Martin, Robert Rogers, Sarah Wally, Xavier Abrams  
Staff: Vivian Wong, Alicia Gallo, Ronnie Mills  
Absent: Yvette Barr, Billy Ward, Tami Steelman Gonzales

**I. Opening of the Meeting**

Meeting was opened by Xavier Abrams at 12:10 p.m.

**II. Review and Approval of Agenda**

Michael Martin moved for the approval of the agenda. Cindy Haden seconded the motion and 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) Contra Costa County Mayors Conference at the Pinole Senior Center January 9, 2020; 2) Mayor Tom Butt will be the Keynote speaker at the Council of Industry on January 16, 12pm-1:30pm at Hotel Mac; 3) Board Recruitment Final Draft coming soon from Cordell Hindler; 4) Richmond Rotary Club hosting the Making Waves Academy February 7, 2020; 5) Salesian Pasta Dinner at Salesian High School February 7, 2020.

#### IV. Approval of Minutes: November 14, 2019

Michael Martin moved to approve the November minutes; Cindy Haden seconded the motion.

#### V. Administrative Update

##### a. Staff – Vivian Wong

Announcement of Vivian Wong as new Executive Director, Richmond Main Street Initiative. Vivian casted RMSI vision for 2020 and beyond. Vivian is working closely with staff with onboarding process; current priorities include meeting with Mayor Tom Butt, community partners, updating employee handbook, and facilitating co-tenant relationships with Rich City Apparel.

**Action:** The board moved to finalize the hiring agreement and directed staff to update employee handbook.

##### b. Financials – Xavier Abrams

RMSI received regularly scheduled PBID funding in December. Board also discussed bank accounts and agreed to explore banking options at a later date.

**Action:** The board moved to confirm a meeting date for the board Treasurer and bookkeeper to clean up P&L statements from 2019. The board moved to make resolutions for the amendment of bank signers for RMSI bank accounts:

- a. **Mechanics Bank:** Cindy Haden moved to update signers and Charlene Smith seconded
- b. **Wells Fargo:** Charlene Smith moved to update signers and Michael Martin seconded
- c. **Bank of America:** Charlene Smith moved to update signers and Cindy Haden seconded

##### c. CoBiz LLC Update – Michael Martin, Xavier Abrams

Michael met with the CoBiz board in mid-December regarding the grand opening for the CoBiz space. The board discussed next steps regarding RMSI's involvement with the project.

**Action:**

- The board moved to pay the balance for remaining rent payments for CoBiz – Cindy Haden motioned & Charlene Smith seconded
- The board moved to create a sub-grant between CoBiz and RMSI

#### VI. Board Development

No discussion.

**Action:** none

#### VII. Committee/Event Updates

##### a. Promotions / Fundraising – Michael Martin

Promotions/Fundraising committee met on Monday, January 13, 2020. Santa Needs a New Sleigh 2019 and the Downtown Holiday Festival 2019 were deemed a great success. An estimated total family attendance at Downtown Holiday Festival was recorded at 300+; working with a new Santa and new community photographer, Robin Lopez, was successful!

**Action:** Next meeting is February 10, 2020.

##### b. Clean & Safe – Cindy Haden

Clean & Safe committee met in November 2019. The committee discussed amending the meeting schedule for a later start time in order to accommodate residents and business owners. A new meeting schedule for 2020 was set: 3<sup>rd</sup> Thursdays of the month, bi-monthly, 5pm—6pm.

**Action:** Next meeting is January 16, 2020.

**c. Economic Development – Charlene Smith**

The committee did not meet in December; no update.

**Action:** Next meeting is January 21, 2020.

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

- Xavier Abrams: Requested staff assistance in 1) Drafting a resolution for Michael Davenport, former board member, who recently passed away; 2) Sending Doodle Poll to schedule annual RMSI board retreat, slated for March 2020; 3) Update RMSI letterhead
- Robert Rogers: Welcome extended to Vivian Wong as new Executive Director for RMSI and gratitude issued to Sarah Wally, Alicia Gallo, and Xavier Abrams for smooth transition.

**IX. Meeting adjourned: 1:47p.m.**

**Next meeting:** February 13, 2020

Richmond Main Street Office