

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



**1600 Nevin Plaza**

**Richmond, CA 94801**

**Telephone: (510) 236-4049 | Fax: (510) 236-4052**

**Web: [www.richmondmainstreet.org](http://www.richmondmainstreet.org)**

**BOARD OF DIRECTORS MINUTES**

**Thursday, February 13, 2020 | 1:00pm**

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

Staff: Vivian Wong, Ronnie Mills

Absent: Tami Gonzalez, Alicia Gallo

**I. Opening of the Meeting**

Meeting was opened by Billy Ward at 1:11pm.

**II. Review and Approval of Agenda**

Charlene Smith 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) Council of Industries Luncheon at Hotel Mac February 19, 2020 at 12p-130p 2) Youth Media Project Premiere February 21, 2020 at 5p-6p; location to be held at CoBiz Richmond 3) Monthly Crime Prevention Meeting February 21, 2020, meeting at City Hall 4) The Contra Costa Mayors Conference held in Danville, CA on March 5, 2020.

**IV. Approval of Minutes: January 9, 2020**

Michael Martin moved to approve the January 9<sup>th</sup>, 2020 minutes after the following amendments were made:

1. Separate Cindy Haden & Charlene Smith's name – (top of page 2)
2. Change the wording to, "*Cindy Haden seconded*," from the phrase, "*to second*." (pg.2) Billy Ward seconded the motion.

**V. Administrative Update**

- a. Staff – Vivian Wong

No discussion.

**Action:**

None.

**b. Financials – Yvette Barr, Xavier Abrams**

Xavier Abrams and Yvette Barr to meet with bookkeeper, Deborah Badhia, to update Richmond Main Street's annual budget.

**Action:**

Richmond Main Street's annual budget to be made and voted on during March 2020 Board Retreat.

Amanda Elliott will assist Vivian Wong, Xavier Abrams, and Deborah Badhia with the cleanup of Richmond Main Street's accounting

Vivian Wong announced future outreach partnerships for assistance with grant writing.

**c. CoBiz Update – Michael Martin**

Michael Martin met with CoBiz Richmond Tuesday, January 28, 2020 to clarify Richmond Main Street's partnership. CoBiz Richmond presented a marketing video to the board members for future use. CoBiz Richmond's budget was addressed. Board members were notified that RCF no longer wishes Richmond Main Street to hold account.

**Action:**

Richmond Main Street will seek to bill CoBiz Richmond for oversight of CoBiz Richmond's escrow account.

**VI. Board Development**

No discussion.

**Action:**

None.

**VII. Committee/Event Updates**

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

No discussion.

**Action:**

None.

**b. Clean & Safe – Cindy Haden**

No discussion.

**Action:**

None.

**c. Economic Development – Charlene Smith**

No discussion.

**Action:**

None.

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

- Downtown (Re)Discovered – World Premiere February 21, 2020 at CoBiz Richmond
- March 2020 – El Garage Grand Opening at 1428 Richmond, CA 94801
- March 12, 2020 – The Grand Opening for Lara’s Fine Dining
- March 13, 2020 – The Grand Opening of LeftSide Printing’s new location and Richmond Sol
- March 25, 2020 – Richmond Main Street’s Annual Stakeholders meeting
- Vivian Wong: Outlined Richmond Main Street’s company culture team meeting notes

*\*\*Yvette Barr left the meeting at 2:02p\*\**

*\*\*Sara Wally left the meeting at 2:35p\*\**

*\*\*Charlene Smith left the meeting at 2:35p\*\**

IX. **Meeting adjourned:** 02:25p.

**Next meeting:** March 13, 2020

Annual Board Retreat – Hilltop Mechanics Bank Community Room

9am until 3pm