

The Richmond Main Street Initiative, Inc.
Revitalizing Historic Downtown



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BOARD OF DIRECTORS MINUTES
Thursday, April 9th, 2020 | 1:00 pm

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

I. Opening of the Meeting

The meeting was opened by Billy Ward at 1:03p.

II. Review and Approval of Agenda

Michael Martin moved for the approval of the agenda. Cindy Haden seconded the motion. The agenda was unanimously accepted and approved.

III. Approval of Minutes: March 13th, March 16th & March 27th, 2020

Tami Steelman Gonzales moved to approve the *March 16th, 2020* minutes. Michael Martin seconded the motion.

Tami Steelman Gonzales moved to approve the *March 27th, 2020* minutes with the following amendments:

-*March 27th: Section 2b* - Michael Martin "will inquire as to the status". Billy Ward seconded the motion and approved

IV. Administrative Update

a. Staff – Vivian Wong

Vivian presented action items and results from Richmond Main Street's Q1 work plan. There was a discussion on a work plan for tax preparation with Richmond Main Street's current bookkeeper Deborah Badhia. Vivian Wong also presented a listing of grants & loans that Richmond Main Street has applied for.

Action: Richmond Main Street will follow up with the City of Richmond in response to Loan Application(s).

b. Financials – Sarah Wally, Vivian Wong

Vivian Wong is working with board treasurer, Sarah Wally, and bookkeeper, Deborah Badhia, to update financials for March 2020.

Action: Vivian will update the board as soon as they are completed.

c. Bylaws - Vivian Wong, Michael Martin

The Board discussed best practices for future audio/video meetings. There was a discussion of public commentary best practices. Michael Martin moved to amend board bylaws with the addition of public commentary via audio/video conference. Cindy Haden seconded.

Action: none

V. COVID-19 Crisis Response / Q2 & Q3 Work Plan - Vivian Wong & Alicia Gallo

Vivian Wong and Alicia Gallo presented the following action steps and tentative work plans for Q2 through Q3:

Q2:

- Daily updates to the community resource page on Richmond Main Street's website
- Weekly updates to the Richmond Main Street online business directory
- Alicia Gallo has spearheaded a promotional banner campaign with local Leftside Printing for essential business in Downtown Richmond and beyond.
- Richmond Main Street was successfully awarded a grant from Wells Fargo for digital marketing assistance for essential businesses in Downtown Richmond.
- Looking to partner with local non-profit Richmond SOL to aid Spanish-speaking communities in finding additional resources in response to the COVID-19 crisis.

Q3:

- Looking to hold annual stakeholders meeting depending on the status of California's shelter-in-place order
- Looking to host annual Spirit & Soul festival depending on the status of California's shelter-in-place order
- Looking to work with the City of Richmond in getting loan(s) approved.
- There was a discussion about future plans to partner with local entities for additional community resource distribution.

Action: Vivian Wong and Alicia Gallo will plan to update new agreement terms with Safety1st once shelter-in-place order has lifted

VI. Committee Updates

a. Promotions / Fundraising – Michael Martin, Yvette Barr

There was a discussion on amending engagement and responsibilities of the Executive Board, Full Board members, and Committee Chairs amidst the COVID-19 crisis.

Action: Michael Martin, Yvette Barr, and Vivian Wong will discuss planning for future Committee meetings.

VII. Other Business/Good of the Order

- There was a discussion on payout amendments for the previous Executive Director.
- There was a discussion on the implementation of the transfer of leadership for the new board appointees.

VIII. Meeting adjourned: 2:05pm.

Next meeting: Thursday, May 14, 2020
Zoom Video Conference