

## Richmond Main Street Initiative, Inc.

Revitalizing Historic Downtown



1600 Nevin Plaza

Richmond, CA 94801

Phone: (510) 236-4049 | Fax: (510) 236-4052

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

### MEETING OF THE BOARD OF DIRECTORS

Thursday, February 11, 2021 | 4:30 pm

via Zoom

#### DETAILED AGENDA

##### I. Opening of the Meeting

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

##### II. Robert opened the meeting at 4:37 pm

##### III. Public Comment

None.

##### IV. Review & Approval of the Agenda

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

##### V. Approval of Minutes: *January 14, 2021*

Michael Martin moved for the approval of the minutes. Charlene Smith seconded the motion. The minutes were unanimously accepted and approved.

##### VI. Review of Financials

Vivian Wong confirmed the acquisition and disbursement of the PPP second draw and the completion of the application for the EIDL loan for 2021. Additional staff will be added to the organization's health plans as of March 2021. Xavier Abrams requested a budget for approval to which Vivian Wong stated is still awaiting completion. Charlene Smith stated concerns on additional outreach to potential funders given the remaining tenure of Vivian Wong. Tammi Steelman-Gonzales mentioned creating a small group of volunteer board members to help complete the proposed 2021 budget. Xavier commented to use the existing budget for 2020 as a baseline for crafting the budget for 2021 and moved to approve the financials. Billy Ward seconded the motion. The financials were unanimously accepted and approved.

##### VII. Administrative Update

Vivian Wong made the announcement that, as of February 26, 2021, she will be stepping down from her role as Executive Director - making herself available to staff during her transition. Robert

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motioned to amend the remaining items of the board agenda to focus the remainder of the meeting on the transition plan and opened the meeting for further discussion from staff and board members.

- **Transition**

Xavier Abrams raised concerns regarding past and board expectations during the Executive Director transition. She also raised questions regarding online accounting procedures from Richmond Main Street's bookkeeper and amendments to the benefits package for staff before the transition. Sarah Wally commented on the status of the pipeline of grants for Quarter 1, provided a general overview of the present status of Richmond Main Street's financials, and also provided insight into financial best practices through the transition.

Robert Rogers inquired about the transitional plan of Richmond Main Street staff. Vivian Wong commented on the importance of the designation of an interim executive director, completion of the 2021 budget, the restructuring of staff roles/responsibilities, and updating essential community stakeholders of the executive director transition.

Alicia Gallo commented on the need for in-depth communication regarding the transitioning out of the current Executive Director and the onboarding of the new Executive Director. Charlene Smith commented on the importance of determining the restructuring of roles/responsibilities based on the financial strength of the organization. Cindy Haden and Yvette Williams commented also on the need for a solid organizational plan.

Robert Rogers raised the inquiry of having the Executive Director work with Richmond Main Street staff on a short-to-long-term plan to aid in keeping the organization stable during the transition. Alicia Gallo commented regarding the need for a leader of the organization and her willingness to take on leadership in a greater capacity. Ronnie Mills and Billy Ward stated support for transferring the leadership of the organization to Alicia Gallo.

Robert Rogers motioned for an additional board meeting before Vivian Wong's transition and the empowering of staff to develop a transitional plan. Michal Martin seconded. The motion was unanimously accepted and approved.

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

IX. **Closed Session**

Robert Rogers moved to adjourn the meeting. Billy Ward seconded. The meeting was adjourned at 6:10pm.

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