

**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, May 27, 2021 | 5:00pm

via Zoom

**MINUTES**

Present: Michael K. Martin, Robert Rogers, Tami Steelman-Gonzales, Xavier Abrams, Charlene Smith

Staff: Alicia Gallo, Ronnie Mills

Absent: Yvette Williams-Barr, Billy Ward, Cindy Haden, Sarah Wally

**I. Opening of the Meeting**

Meeting was opened by Robert Rogers at 5:08pm.

**II. Public Comment**

*none*

**III. Review & Approval of Agenda**

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

**IV. Approval of Minutes: March 9, 2021**

*waiting review and approval in June.*

**V. Review of Financials**

none

**VI. Administrative Update**

a. **Staff** - Alicia Gallo

**Staff**

RMSI staff have made headway on reworking and refining our administrative processes in order to ensure efficiency and better record keeping. Staff is in preparation for hosting a Summer Youth Employment Program intern starting in late June.

There is a plan to reopen the office; it involves janitorial services starting in June, coordinating with RMSI's co-tenant, and staffing support from our anticipated SYEP intern. Alicia stated continued collaboration with their keeper, CPA, and Sarah Wally on tax filing.

## Programs & Events

- **Economic Vitality:** RMSI's Square E-commerce University Series continued in May; providing technical assistance and information to businesses through their digital channels and direct outreach.
- **Promotions & Marketing:** The Art In Windows series was held on May 1 - 22 and the Thirsty Thursday virtual reception hosted by NIAD was very well attended. A business development for artists workshop is slated for June 2021.  
Also stated was the initial planning stages for Spirit & Soul Festival; RMSI staff are also monitoring updates to COVID19 restrictions and evaluating whether shifting to in person is doable this coming September.
- **Clean & Safe:** Some areas continue to suffer from chronic dumping and the ongoing maintenance needs of green spaces is very high. Volunteer support includes the Planter Ambassador pilot program and our partnership with the Reentry Success Center Men's Group to provide ongoing caretaking of the Community Green Space. Until further notice, they will be volunteering in the space every 3rd Saturday of the month. NewLife Cafe is interested in partnering to abate and prevent dumping happening on 11th Street.
- **Misc:** RMSI staff have been tuning in to City Council meetings to speak during public comment in preparation for the PBID annual report and renewal work.

## DRPBID

- **Safety1st:** Ambassadors have completed the Springtime weed abatement work.
- **Assessment:** RMSI staff will be submitting the next invoice to the City early June 2021.
- **Renewal:** RMSI staff met with Civitas and have been given a proposal for renewal services. The staff also recommend the Board form a renewal ad hoc group, consisting of the 4 property owner/owner representatives from the Board of Directors.

## Fund Development Plan

- **Cash Flow Analysis**
  - Alicia provided a breakdown of daily financials and monthly burn rate to-date.
- **Fund Development Work Update**
- RMSI staff have started consultations with a local fund development consultant. Alicia mentioned meeting with Charlene to discuss prospects, and areas of further guidance. Alicia stated past meetings with potential funders for 2021 and grant opportunities that will be opening within the coming months.

### Action:

- Outreach to potential funders
- Reaching out to consultant leads
- Begin refreshing our grant proposal template and related: scheduling a workshop session with fund development consultant
- Outreach out to LISC and Pacific Community Ventures as related to the potential Kaiser opportunity.

## VII. Ad Hoc Transition Team Update - Tami Steelman-Gonzales

- Coordination & Board Engagement - Tami Steelman-Gonzales
  - Tami Steelman-Gonzales will continue to provide coordination and engagement support.

- Fund Development - Charlene Smith
  - Charlene Smith will continue to provide assistance with grant writing and assisting RMSI staff with grant writing skills.
- Executive Director Search - Tami Steelman-Gonzales, Robert Rogers
  - Tami Steelman-Gonzales stated the need for creation of a hard skills list for the future transitioned Executive Director. Also enlisting the help of the fellow board members and RMSI staff in the creation of said list with plans to start ED outreach in June 2021.

**VIII. Committee Updates**

- a. **Economic Development** - Charlene Smith
- Not meeting until June 2021

**Action:**

none

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

- none

**II. Meeting adjourned**

Robert Rogers made a motion to adjourn; Meeting unanimously adjourned 6:19pm.

**Next Meeting:** Thursday, June 24, 2021, 5:00pm, via Zoom