

**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, April 28th, 2022 | 5:00pm

via Zoom

**MINUTES**

Present: Charlene Smith, Cynthia Haden, Michael K. Martin, Robert Rogers, Xavier Abrams, Yvette Williams, Tiffany Turner, & Sara Wally

Staff: Andrea Portillo-Knowles, Ronnie Mills

Absent: Billy Ward

**I. Opening of the Meeting**

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

**II. Public Comment**

N/A

**III. Review & Approval of Agenda**

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

**IV. Approval of Minutes: February & March 2022**

Robert Rogers moved to approve the February & March 2022 minutes. Yvette Williams seconded the motion.

**V. Board of Directors Update**

Board Development- All Board members should think about future board member candidates

**VI. Executive Board Announcement & 2022-2023 Schedule**

Officer Elections- Announced New Executive Board

***Board Meeting Schedule***

Robert Rogers moved to hold board meetings every other month, have RMSI staff email a short memo to the board during the months there is no board meeting, and have the board meet in person 3 times a year. Yvette Williams seconded the motion. Motion was unanimously accepted and approved.

## **VII. Administrative Update**

### **a. Staff**

- Onboarding a new bookkeeper

### **b. DRPBID**

- Safety First- Fully staffed and performing well. Andrea continues to receive monthly reports
- PBID- On City Agenda. Once city Manager signs, we will be 60% (We are currently 50%). Andrea and Ronnie continue to do outreach and interact with City Officials.

### **c. Fund Development**

- Andrea summarized grants received since last board meeting (\$55k), talked about grant submissions, and donations. Andrea continues to consider ARPA funds and an endowment.
- Ronnie is working with the Promotions & Fundraising committee on a campaign.

## **VIII. Committee Updates**

### **a. Clean & Safe - Cindy Haden**

- The meeting will be every other month moving forward
- Tree planting project with local partnership- NIAD

### **b. Economic Development - Charlene Smith**

- Video spotlights- Want to highlight downtown Richmond and expand to neighboring areas.
- Entertainment Map- Plan to create with a local partner (Morgan)
- Small Business Committee- Plan to create with a local partner (Morgan)
- Street Banners- Completion and installation (June 24<sup>th</sup>, 2022)
- New Businesses Openings in the area- Andrea summarized a list of new businesses coming to Richmond

### **c. Promotions & Fundraising - Michael K. Martin, Yvette Williams-Barr**

- Summer Soiree- Will use the rooftop at Bart (July 23<sup>rd</sup>, 2022). Ronnie is working on this project, and will send more information when plans are finalized

## **I. Financial Update**

Andrea went over Financial Statements and new grants

## **II. Other Business/Good of the Order**

Warriors- launched an entertainment arm (Sara will send link to Ronnie)

## **III. Meeting adjourned**

Robert Rogers made a motion to adjourn; Yvette Williams seconded. The meeting unanimously adjourned 6:00pm.

**Next Meeting:** Thursday, August 25, 2022, 4:30pm, via Zoom