

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

Board Retreat + Notes

Thursday, March 30, 2023 | 10:00am
Location: Richmond Main Street Office

Present: Sarah Wally, Michael Martin, Cindy Haden, Yvette Williams, Tiffany Turner, Diego Garcia, Robert Rogers

Staff: Andrea Portillo-Knowles, Ronnie Mills

Absent: Billy Ward, Xavier Abrams

I. Gather – Breakfast & Coffee

Welcome, Check-in & Agenda Review – Andrea Portillo-Knowles

Michael Martin moved to approve the agenda. Yvette Williams seconded. Andrea then led the board in an ice-breaker activity.

II. Board Chair Report & Board Elections – Robert Rogers, Andrea Portillo-Knowles

Robert shared words of encouragement with the current board of directors. There was a discussion regarding the need for continued efforts in relationship-building with local stakeholders, local leaders, and government.

The board discussed general thoughts regarding the current board members and the roles and responsibilities for each position. Robert & Diego discussed current roles for the Executive Board and future expectations for the Executive Board.

The Board discussed and voted on the Executive Leadership Team and the Executive Board was unanimously chosen.

III. Executive Report & 2022-2023 Budget Report – Andrea Portillo-Knowles

Andrea Portillo-Knowles presented RMSI's highlights and accomplishments and discussed current and future challenges RMSI may encounter.

Andrea also went through the 2023-2024 budget report and discussed the great relationship and synergy with the new bookkeeper, and the need for more support from the Board of Directors. The board discussed their views regarding top priority initiatives and OKRs for the organization for the remainder of 2023. The board also shared their views and concerns about the organization's visibility, budget, and representation of stakeholders on the board for 2023-2024.

IV. SWOT ANALYSIS - Robert Rogers, Andrea Portillo-Knowles

The board went through a SWOT analysis and discussed the organization's main priorities for the remainder of the year.

Robert Rogers spoke about the need for more of a reserve of Board Members. The board also discussed the ease of Board recruitment pre-pandemic while attending the many RMSI in-person events. Andrea shared a list of exciting opportunities RMSI has to partner with Downtown Richmond Community Members.

V. Board Review, Special Guests, and Announcements – Robert Rogers, Andrea Portillo-Knowles

The board and RMSI staff welcomed newly elected Mayor Edwardo Martinez and his staff to share their concerns and collaborative vision for Downtown Richmond.

VI. Summary, Closing Remarks & Adjourn

- **Meeting adjourned:** 3:06pm.