

Minutes of the BACLF Meeting of April 6, 2018

Meeting called to order: 12:45 pm

Present at the meeting: Cary Gold, Carlos Villareal, Nancy Lowenthal on the phone for all but one vote, Andi Biren, Jay Kim, Judith Merkinson, Deepa Varma.

1. BACLF members present signed a waiver of written notice for and written confirmation of email votes taken since January 16, 2018 up to April 6, 2018, including those to release funds to TU and NLG.
2. It was moved by Andi and seconded by Carlos that we approve the minutes of January 16, 2018, including the incorporated written waiver of notice and approvals of email votes taken prior to that meeting. Passed.
3. It was moved by Cary and seconded by Nancy that the NLG's request for funds in the total amount of \$2700 for 1st Quarter 2018 be granted. Passed. Carlos reiterated grant requirements to Jay.
4. It was moved by Cary and seconded by Andi that the TU's request for 1st Quarter 2018 in the total amount of \$1350 be granted. Passed. Carlos reiterated grant requirements to Deepa.
5. It was moved by Andi and seconded by Cary that the Conflict of Interest Policy previously circulated be adopted. Passed. Those Board members present signed the Declaration of No Conflict. Susan to sign and send back to Andi.
6. It was moved by Andi and seconded by Carlos that the Amended Bylaws previously circulated be adopted. Passed.
7. It was moved by Cary and seconded by Andi that the 2018 Budget previously circulated be adopted, with the understanding that it may be revised during the year. Passed.
8. Motion to hire Stephanie Daniels as bookkeeper is TABLED. This may come up by email vote before the next meeting.
9. It was moved by Andi and seconded by Nancy that BACLF approve a Resolution of Support for TU's application on behalf of the Anti-Eviction Mapping Project. Passed. Deepa or Susan will monitor if it comes through.
10. It was moved by Andi and seconded by Carlos that BACLF approve a Resolution of Support for NLG's application to the SF Foundation for an Equity Grant. Passed. Monitor to be appointed if it comes through.

11. Andi will monitor the Hewlett grant.
12. It was moved by Cary and seconded by Andi that Carlos be reimbursed \$20 for his payment to the Secretary of State on behalf of BACLF. Passed.
13. Carlos is going to send acknowledgements to donors indicating that, as to ads in the testimonial dinner booklet, the amount donated is tax-deductible to the extent allowed by law, since he doesn't know who is advertising their practice and who is merely saying congratulations. Carlos was reminded that at the last meeting it was approved that he could buy postage, stickers, postcards, etc. as needed without prior approval.
14. The discussion on raising the rent was TABLED with Judith and Deepa taking responsibility to research fair market rents for non-profit organizations in the immediate area.
15. Members received a roster and a corporate calendar (with interim responsibility assigned pending the possible hiring of a bookkeeper).
16. Members were informed that the 990 and 199 are approaching completion and will be emailed to them for review. The 2017 annual report will also be sent to them at that time.
17. Deepa filled out a W-9 for 2018 and gave it to Carlos.
18. The Google docs files have not yet been set up. Judith will check with Sara. The MOU has been signed by BACLF President and TU and NLG Executive Directors.
19. The discussion about joining Google space for nonprofits was TABLED. Jay and Judith will look into it.

ADJOURNED at 2:00 pm

The next meeting will be held on July 20 at 12:30 in the upstairs conference room at 558 Capp Street. If it is occupied please look for another space in the building.