

Minutes of the BACLF Meeting of January 16, 2018

Meeting called to order: 12:45 pm

Present at the meeting: Cary Gold, Carlos Villareal, Nancy Lowenthal, Andi Biren, Cat Brooks, Sara Kershner, Judith Merkinson, Deepa Varma by phone for part of meeting

1. It was moved by Cary and seconded by Andi that we approve the minutes of November 13, 2017, as circulated on January 15, 2018, including the incorporated written waiver of notice and approvals of email votes taken prior to that meeting. Passed.
2. BACLF members present signed a waiver of written notice for and written confirmation of email votes taken since November 13, 2017 up to January 16, 2018, including those to release funds to TU and NLG.
3. It was moved by Andi and seconded by Nancy that the NLG's request for funds in the total amount of \$10,870.00 be granted for building repairs and security upgrades supporting its educational and charitable work in accordance with the email request of January 4, 2018 from Cat Brooks. Passed.
Judy will be asked to send two checks to the NLG, one for \$5000 for labor and one for \$5875 for materials. Invoices will be sent to Carlos.
4. It was moved by Cary and seconded by Andi that the TU's request for \$1900 in support of its educational and charitable work be granted for the 4th quarter of 2017. Passed.
5. It was moved by Cary and seconded by Nancy that Carlos be authorized to write and send donation acknowledgements with BACLF's tax-id number to 2017 donors and future donors and that he be reimbursed for the expenses of doing so. Passed.
Carlos will find out from Judy whether 2017 donors who have a contact address (email or otherwise) have received such a letter yet.
6. It was moved by Cary and seconded by Nancy that Pat Foley be hired to prepare BACLF's 2017 990 and associated filings (California Attorney General). Passed.
Andi and Carlos will initially review (and work on an annual report for use by Pat) and all Board members will have a chance to review at next Board meeting.

Motion to hire Stephanie Daniels as bookkeeper is TABLED.
7. It was moved by Cary and seconded by Nancy that Carlos be reimbursed \$48 for purchase of baclf.org domain name and be authorized to make an annual payment to retain this domain name. Passed.
8. It was moved by Cary and seconded by Andi that the Grant Process MOU as amended at the meeting and appended hereto be approved by BACLF and signed by Cary. Passed.

The NLG and TU Executive Directors will also be asked to sign and the document will be stored in two separate on-line files, one for BACLF-TU and one for BACLF-NLG that will also eventually contain other documents such as annual narratives and financial reports.

9. Motion to approve the Restated Bylaws is TABLED, but comments on the draft circulated on December 1, 2017 are due to Andi by Feb. 1.

10. It was moved by Cary and seconded by Carlos that BACLF purchase Directors and Officers insurance with the minimum retention of \$1000 pursuant to the Offer to Bind from Great American Insurance Group. Passed.

11. Discussion re building manager arrangements was TABLED.

ADJOURNED at 2:00 pm

The next meeting will be held on April 6 at 12:30 in the upstairs conference room at 558 Capp Street. If it is occupied please look for another space in the building.

Next time: Update Leases with new rent amount?? Can TU board members research appropriate and legal rent increase?