

## Minutes of the BACLF Meeting of 10/9, 2018

Meeting called to order: 5:35 pm

Present at the meeting: Carlos Villareal, Andi Biren, Cary Gold, Susan Prentice for all but first vote, Jay Kim, and Judith Mirkinson.

1. It was moved by Cary and seconded by Carlos that we approve the minutes of July 20, 2018. Passed.
2. It was moved by Cary and seconded by Andi that the NLG's request for funds in the total amount of \$7800 for 3rd Quarter 2018 be granted. This included the \$2700 requested by email and the \$4900 received in September. Passed.
3. Susan's signature is still missing on meeting waiver forms and the Conflict of Interest Policy Declaration of No Conflict. Andi will send her the forms again.
4. Carlos went through the Budget, Profit and Loss Statement and Balance Sheet. Our total operating expenses are in the range of \$18,000, but may be considerably less this year. A reasonable reserve was discussed and it was generally agreed that at the next meeting, there should be a motion on disbursing amounts in excess of what we consider a reasonable reserve.
5. The TABLED motion regarding hiring a bookkeeper will not come back unless Carlos wants help.
6. Andi reported that in order to facilitate the grant to SFTU from the Arts Commission, the liability insurance carrier had to be changed and the SF Arts Commission is an additional insured. The amount of the increase in premium (\$322) will be withheld from the first payment of the grant. **\*\*\*DEEPA please note that you will have to ask for the remainder using the language necessary to get a disbursement.** Susan is the grant monitor.
7. Judith reported on her attempts to secure equivalent rental prices from other nonprofits. Andi reported on her research into the lowest commercial rents per square foot in the area. After discussion, it was moved by Andi and seconded by Cary that the rent be increased to \$2 per square foot, that this increase be effective January 1, 2019 and that Carlos will inform the tenants of the percentage of the increase each tenant will bear. Passed.
8. Andi volunteered to draft a lease for signature prior to Jan 1, but would welcome any help.

9. Nancy will continue to look for foundations that might fund ADA improvements, but meanwhile the NLG and the SFTU are tasked with seeing if there are small improvements that can be made, like re-designing the driveway so that the slope is gentler and using Prison Radio's space for tenants' counseling. The bathroom was also discussed.
10. There was a discussion about making it easier to donate. Carlos will put the EIN on the website and Andi will research how expensive it would be to use Paypal or other intermediaries on the website. If there is something that is reasonably priced, this item may come up for an email vote before the next meeting so that end-of-year donations can be facilitated.
11. NLG's application to the SF Foundation for an Equity Grant of \$75,000 over two years has not been approved yet. Monitor to be appointed if it comes through.
12. Andi is going to back up Carlos on website development. One or the other of them will put up the approved minutes for 2018, the Bylaws, and the Articles of Incorporation. We decided *against* putting the tax return up.
13. Carlos is going to pay the property tax due in November and Andi and Carlos will make sure the insurance payments due in January get paid.

ADJOURNED at 6:35 pm

The next meeting will be held on January 15, 2019 at 5:30 pm in the upstairs conference room at 558 Capp Street. You can bring food.