

Minutes of the BACLF Meeting of 7/17/19

Meeting called to order: 12:30 pm

Present at the meeting: Andi Biren, Cary Gold, Deepa Varma, Eihway Su on the telephone, Marcelena Menard, Jay Kim, Nancy Lowenthal and Terry Koch after the second vote.

1. A motion to approve the minutes of the meeting of April 10, 2019 was made by Andi and seconded by Eihway. Passed. It is noted that there were email motions passed between meetings regarding opening an account at the SF Firefighters Credit Union and authorizing Richard Koch and Carolyn Gold as the signers on that account. (That account was opened and Terry and Cary have cards and PINS for it.)
2. A motion to retroactively confirm Eihway Su as a member of the Board as of the April 10 meeting and Terry Koch as a member of the Board as of June 10 was made by Andi and seconded by Nancy. Passed.
3. A motion to confirm Terry Koch as the Treasurer of the Board was made by Cary and seconded by Andi. Motion passed with a no vote by Terry.
4. Cary is following up on closing Redwood Credit account. They think we owe them \$23 which she will take out of a \$75 savings account BACLF has there. After the meeting, Andi re-forwarded the signer sheets that Carlos had sent previously to get another signer on the account.
5. Terry and Jay will make sure there is no money waiting to be collected in our PayPal account and try to have any future donations through PayPal sent to the SF Firefighters Credit Union account.
6. It was confirmed that Deepa and Marcelena will ensure that BACLF mail is forwarded to Terry and not just left in the box in the office. Andi will ensure that the various insurance companies send mail to the 558 Capp St. address. Andi will get any emails sent to BACLF at the contact@BACLF.org email address. (THANK YOU Eihway for making this happen!) Since it is possible that bank statements go to that address, Andi will forward any to Terry.
7. Stephanie Daniels did not get hired as BACLF bookkeeper since the last meeting. Terry and Jay will contact her. Although her hiring was approved at the last meeting, with a cap of 3 hours a month, that decision was recast. Cary moved that she be hired and accepted a friendly amendment that there be no monthly cap initially, but that a cap may be imposed at the next meeting. Nancy seconded. Passed as amended. (Terry is authorized to sign the contract.)
8. .It was further moved by Andi and seconded by Cary that any expenditure needed to accomplish the transfer of BACLF financial data to Stephanie, should she be hired, is approved. (e.g., acquiring Quickbooks, some kind of retainer.) Passed.

9. Terry and/or Stephanie will produce the still missing 2018 final financial report and the 2019 2nd quarter report before the next meeting.
10. NLGSF and SFTU met yesterday to discuss the Exhibits to the lease. They will send around drafts of Exhibits A, B and C for the Board to read and comment on. Depending on comment, these items may be discussed at next meeting.
11. It was noted that the SF City Arts Commission grant to SFTU for the Anti-Eviction Mapping Project has had its final report date extended to the end of October. Eihway will monitor that a draft copy come to the Board before it is final.
12. SFTU requested a grant of \$6521, including the second quarter grant of \$3431. Cary moved for approval of the grant subject to Deepa sending a written request with the appropriate language and Terry seconded. Passed.
13. SFNLG requested a grant of \$12,212, including the second quarter grant of \$7062 and \$5,150 of restricted funds. Andi moved for approval of the grant and Cary seconded. Passed.
14. Deepa will contact Precita Eyes regarding painting a mural on the outside wall of 558 Capp Street. She will report back.
15. Andi was tasked with doing some quick research on whether there was any problem with BACLF co-sponsoring a Guild MCLE class. Assuming that there is no problem affecting BACLF's 501c3 status, it was moved by Cary and seconded by Nancy that BACLF sign on as a co-sponsor. Passed. (since it is educational, it does not seem that there is any barrier to co-sponsoring.).
16. Layla of SFTU has been looking into how to get the porch repaired without triggering problems. After the last meeting, Andi had done some research that she sent around indicating that BACLF does have to do some things before the end of the year to comply with an SF City ordinance regarding access. There are exemptions available and Andi has sent Deepa and Eihway and Jay the names of two architects who might be able to advise further. This is something that needs to be attended to immediately.
17. The next BACLF Board meeting will be Wednesday, October 16, 2019 at 12:30 on the top floor of 558 Capp St.

The meeting was ADJOURNED at 2:00 pm.

Respectfully submitted,

Andi Biren, Secretary

