

Minutes of the BACLF Meeting of 1/15/19

Meeting called to order: 5:45 pm

Present at the meeting: Carlos Villareal, Andi Biren, Cary Gold, Deepa Varma, Eihway Su from SFTU Board, Marcelena Menard (new Building Manager and Membership Coordinator for NLG) and Judith Mirkinson. Nancy Lowenthal and Jay Kim were on the telephone.

Prior to the meeting it was agreed that Marcelena would be forwarding BACLF mail to Carlos (who has the checkbook) between meetings, as there was quite a build-up of unopened mail, including checks and bills.

Also, Eihway agreed to take Susan the forms she needs to sign and return to Andi. Nancy also needs to send in her 2019 Declaration of No Conflict, which Andi sent her via email.

1. It was moved by Andi and seconded by Cary that we approve the minutes of October 9, 2018. Passed.
2. SFTU and SFNLG will make it more apparent to their members that they can donate through PayPal on the BACLF website. The donate button was activated with the consent of SFTU and SFNLG by email (since PayPal takes a small commission on donations.)
3. The leases were signed and are in effect as of Jan. 1, 2019. The new quarterly grant amounts were reviewed.
4. After Jay returns to the office, there will be meetings among the tenants to write up Exhibits A & B. (Exhibit A is the Rules of the Building, including use and allotment of storage space in the basement. Exhibit B is Building Manager's responsibilities.) Both documents should be sent to the BACLF Board for questions and concerns. When those are resolved, the Exhibits are automatically part of the leases.
5. Deepa will draft an MOU regarding quarterly grants for SFTU. Someone from NLG could also do so SFNLG quarterly grants if they feel the need.
6. After Carlos presented the financial statements it was decided to table the discussion about what is a reasonable reserve and whether there is money to be distributed until the next meeting. It will be discussed in tandem with the 2019 Budget. Hopefully, there will also be a draft tax return to review.
7. It was moved by Carlos and seconded by Cary that the NLG's request for funds in the total amount of \$61,100 be granted. This included the \$2700 requested by the 2018 4th quarter and the \$58,400 aggregated from \$40,000 in grants and \$18,400 from sustainers/contributors. Passed.

8. It was moved by Cary and seconded by Andi that the SFTU's request for its 3rd quarter grant of \$4050 be approved. Passed. It was moved by Carlos and seconded by Andi that the SFTU's request for its 4th Quarter grant of \$5472 be approved. Passed. It was noted that since the 4th quarter grant is being paid in 2019, it is 2019 income to SFTU.
9. It was noted that the annual reports are due by March 15 to the entire Board and that the grantees are responsible for the reports to the Foundations and the Arts Commission.
10. *This was not discussed but is noted here: SFNLG did get the \$75000 grant from the San Francisco Foundation. Andi is the monitor.
11. SFNLG is going to receive a grant from Van Loben Sels Foundation for \$15,000. Nancy will be the monitor.
12. The discussion regarding Nancy's research on grants for making the building more accessible will take place at the next meeting. In the interim, there will be a tenants' discussion regarding what might actually work.
13. Carlos will be the lead in preparing materials for our tax preparer and getting them to her. Note that there is a 1099 to deal with this year. He will also send any outstanding letters to donors for their tax records.
14. Andi and Carlos will collaborate on a 2018 annual report in April.
15. The next meeting will be at 558 Capp St. top floor at 12:30 on April 10, 2019. You can bring food.

ADJOURNED at 6:45 pm