

## Minutes of the BACLF Meeting of 10/16/19

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, Lexi Lacey, Judith Mirkinson and Terry Koch after the second vote.

1. A motion to approve the minutes of the meeting of July 17, 2019 was made by Cary and seconded by Andi. Passed. It was further moved by Cary and seconded by Andi to confirm the email votes made since the last meeting, to wit: to release \$77, 556 to SFNLG; to retain Arnie Lerner, architect, complete the SF-mandated disabled access review; and consent to a new sublessee of the NLG, Brian McComas for the small office. Passed.
2. It was confirmed that the Redwood Credit Union account is closed. However, **Cary** is to look immediately for check #64 on the Redwood Credit account and sent a copy of that check to Lexi Lacey at the Anti-Eviction Mapping Project.
3. It was confirmed that the WordPress licenses were renewed for the website.
4. Exhibits A and B to the leases were accepted after one change regarding the building manager's responsibility for garden maintenance if not accomplished by volunteers. It was discussed that BACLF would have some payment responsibility for major renovations.
5. Items 7, 8 and 9 from last meetings' minutes do not appear to be accomplished. **Terry and Jay** are to talk to Stephanie Daniels **immediately** to make sure that there is a contract signed, communication established between the Treasurer and the bookkeeper and payment provided for her to finalize 2018 financial report; revise 1<sup>st</sup> quarter 2019 P&L and Balance Sheet using restricted fund bookkeeping; to complete the 2019 2<sup>nd</sup> and 3<sup>rd</sup> quarter P&L and Balance Sheet using restricted fund bookkeeping; to provide financial reports to the Board before regular meetings (i.e., the 4<sup>th</sup> quarter and end of year report before Jan 15, 2020); and work with the tax preparer in 2020.
6. It was confirmed that insurance matters will now go to 558 Capp St and **Marcelena** will forward these to Terry for payment. If it doesn't concern payment, Terry will send on to Andi.
7. It was confirmed that the California Community Foundation grant is unrestricted and therefore there is no report or monitor needed.
8. Similarly, the \$2,300 grant from the Thomas Hayes Foundation to BACLF for the SFTU is unrestricted and therefore no report or monitor is needed. It was moved by Cary and seconded

by Andi that the SFTU's request for disbursement of this grant be approved, noting that the funds will be used only for purposes allowed for 501c3 organizations. Passed.

9. .It was moved by Cary and seconded by Andi that SFNLG's request for \$35,000 be approved for release once the check from the San Francisco Foundation clears. Andi is the monitor. Passed.
10. It was moved by Cary and seconded by Andi that the SFNLG;s request for \$7062 for the 3<sup>rd</sup> quarter and \$48.30 from Paypal donations be approved. Passed.
11. It was moved by Cary and seconded by Andi that the SFTU's request for \$3531 for its 3<sup>rd</sup> quarter grant and \$1182.48 in Paypal donations be approved. Passed.
12. .There was discussion of the draft Accessible Business Entry Report written up by Arnie Lerner. Deepa has already made the sign at the bottom gate in bigger type. **Deepa** will also put up a sign on the inside of the front door alerting people to the step down. Deepa has removed the doormat. **Deepa** will also stripe the stairs and the uneven bit of the porch floor. (Is **Deepa or Marcelena** purchasing and having installed the lever action front door handle in place of the knob?) Deepa and Andi noted that there were a few more questions to follow up on and items to provide Arnie proof of fixing so that those items could be removed from the report before it is filed. Andi sent around Arnie's response about the gate. **Andi** will also put SFTU's phone number on the BACLF website so that disabled people can call and tell Arnie when that is done. **Deepa** should send around his answers to her questions ASAP. At that juncture, and before the next meeting, BACLF needs to give him authorization to file the report.
13. **Deepa and Eihway** will have the initial responsibility for looking for a civil engineer or architect (including Arnie) who can provide the feasibility (and hopefully cost) estimates needed for the next phase of the Accessible Business Entry process. It was noted that this person should also look at the columns and roof over the porch. Hiring this person should happen before the next meeting. It was further noted that if BACLF needs to hire a contractor, that person would file for needed permits by March 1, 2020.
14. The next BACLF Board meeting will be Wednesday, January 15, 2020 at 12:30 on the top floor of 558 Capp St.

The meeting was ADJOURNED at 1:50 pm.

Respectfully submitted,

Andi Biren, Secretary