

## Minutes of the BACLF Meeting of 4/10/19

Meeting called to order: 12:35 pm

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

1. Eihway Su was welcomed to the Board in place of Susan Prentice. It was noted that Terry Koch will be replacing Carlos Villarreal when Carlos leaves. Assuming that Terry agrees to be Treasurer, it was agreed without a formal vote that BACLF would hire a bookkeeper, Stephanie Daniels, for approximately 3 hours per month.
2. A motion to approve the minutes of the meeting of January 15, 2019 was made by Cary and seconded by Andi. Passed.
3. Carlos will call Pat Foley, BACLF accountant, regarding a remaining item on the 990 and when resolved will circulate the final document and sign the return. He will also check that Pat is filing the required California forms like the RRF-1.
4. Carlos will call or meet with Terry Koch and Stephanie Daniels, bookkeeper, to pass the baton on Treasurer duties and ensure that there is a new signer at the Redwood Bank. He will be providing Terry and another Board member with a password list and tips for using WAVE, making electronic deposits, and further ideas about how to use BACLF's email address: [contact@bacf.org](mailto:contact@bacf.org) in addition to having bank statements go to that email address. It was agreed without a formal vote that it should be Board members who sign checks, that separate spreadsheets for SFTU and SFNLG are desirable and that there should be a distinction between restricted funds (i.e., grants meant to go to a particular organization) and unrestricted general funds in BACLF's books.
5. CARLOS WILL LET THE BOARD KNOW RIGHT BEFORE THE SIGNATURE CHANGE SO THAT WE CAN HAVE AN EMAIL VOTE CONFIRMING TERRY AS TREASURER AND LET MARCELENA KNOW TO FORWARD MAIL TO TERRY AND/OR STEPHANIE. N.B. City Business License renewal coming up at the end of May.
6. Andi will take over posting the minutes to the website, and anything else BACLF wants on the website.
7. Either Carlos or the new Treasurer will create and distribute a 2018 year end financial report to go with the Annual Report that was distributed by email today.
8. Carlos explained that the Profit and Loss looks strange because of the large grants made in the beginning of the year. The next Balance Sheet will look even thinner as more grants are made. Accordingly, it was agreed without a formal vote that there was not a sufficient reserve to distribute.

9. SFTU requested a grant of \$6299, including the first quarter grant of \$3431. Cary moved for approval of the grant and Nancy seconded. Passed.
10. SFNLG requested a grant of \$23,321.48, including the first quarter grant of \$7062 and \$15,000 of restricted funds originating with the Van Loben Sels Foundation. Andi moved for approval of the grant and Nancy seconded. Passed.
11. A budget for 2019 was discussed and Carlos sent it out while the meeting was in session. Andi moved that the budget sent out on April 10, 2019 be adopted and Cary seconded. Passed.
12. SFTU and SFNLG will meet on April 16 to discuss Exhibits A, B and C to the leases. It was agreed without a formal vote that BACLF would see and agree to the Exhibits before they are incorporated into the leases.
13. It was noted that the NLG sent its final report on the Hewlett Foundation grant to the BACLF monitor and the Hewlett Foundation. It will send a progress report on the SF Foundation grant in November and a final report on the Van Loben Sels grant at the end of December. The Arts Commission grant to SFTU requires a final report in July. Deepa will get a report to BACLF simultaneously.
14. Decisions on who will apply for grants regarding the building were TABLED.
15. The next BACLF Board meeting will be Wednesday, July 17<sup>th</sup> at 12:30 on the top floor of 558 Capp St.

The meeting was ADJOURNED at 2:00 pm.

Respectfully submitted,

Andi Biren, Secretary