

Minutes of the BACLF Meeting of 12/11/19

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 Loewenthal, Judith Mirkinson and Terry Koch after the first vote.

1. A motion to approve the minutes of the meeting of October 16, 2019 and to confirm the email motion that was approved regarding release of \$4475.00 for the Tenants Union was made by Nancy and seconded by Andi. These funds are the final disbursement for the AEMP Dislocation grant from the SF Arts Commission. Passed.
2. Notice that NLG applied for \$25,000 from FreeHer at Circle of Justice Initiative to support its work concerning sexual harassment in prisons
3. **Andi** will contact Stephanie Daniels and sign a contract with her for roughly 4 hours per month of work at \$55 per hour, although it is likely her initial bill will be higher because of the backlog of putting together the financial reports in WAVE. She helped Terry produce a Balance Sheet that indicated roughly \$20,000 of unrestricted funds in the account and \$14,000 of fixed expenses per year, most of which have been paid for 2019. **Andi** will ask Stephanie to produce the final 2018 report, and the complete reports for each quarter of 2019 and the 2019 final report, each using (to the extent possible for the backlog) restricted and unrestricted categories of funds, both a balance sheet ,a budget comparison and a profit and loss report. **Terry** will continue to interact with Stephanie regarding income and expenses.
4. **Terry** will send out acknowledgements to all 2019 donors for their tax purposes.
5. .Since Marcelena is leaving as building manager in mid=January, it was noted that **Terry** has to give her a 1099 for 2019. She received her final pay in advance. It is possible that a volunteer will take the building manager position, but if she doesn't want it, **Deepa** will step in until we find someone else.
6. **Deepa** is going to speak with CCMC about chipping in to fix the damage to the porch roof from the tree they had over it, and is going to hire Ken O'Sullivan to fix the roof and columns on the porch. If he is able to level the porch floor, she is also authorized to have him do that. She is authorized to ask **Terry** for payment up to \$10,000 for this.
7. There was a long discussion about the proposal from Fred Knapp to do initial plans called for by Arnie Lerner's survey of accessibility problems at the entrance to 558 Capp St. It was decided that **Andi** would call him to determine: a) whether his plans are sufficient for contractors to give

an estimate for the work; b) whether his plans are sufficient to get permits; c) if not a and/or b, how much more would it cost to get such plans and are such plans necessary for a determination of hardship; and d) does he have a ballpark idea of what need handrails and gates would cost to buy and install? \ **Andi** will relay this information to the Board and ultimately sign a contract with him to do at least the initial plans.

8. Since it was apparent that the costs for these contracts exceeds the reserve, it was decided that several types of fundraising will be pursued. As soon as possible, **Jay and Andi** will try to get some type of crowdfunding appeal on=line. **Nancy** will pursue foundation grants and Andi will help as needed. As soon as she is able to do so, **Cary** will pursue funding from the Mayor's Office of Housing and Development. If necessary, BACLF will ask for a loan from the SF Foundation. In March, if the costs have not been met or if a loan needs to be repaid, both SFTU and SFNLG will make a specific ask to their members and supporters.
9. Deepa requested SFTU's 4th quarter grant of \$3531/ Andi so moved and Cary seconded. Passed.
10. The next BACLF Board meeting will be Wednesday, February 5, 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