

Minutes of the BACLF Meeting of 2/3/20

Meeting called to order: 12:30 pm

Present at the meeting: Andi Biren, Deepa Varma, Eihway Su on the telephone, Ann Hess, Nancy Lowenthal, Judith Mirkinson on the telephone and Terry Koch.

1. A motion to approve the minutes of the meeting of December 11, 2019 and confirmation of the email motions that were approved regarding release of \$11,812.00 to SFNLG, retaining Ann Hess as building manager as of 1/1/2020 and authorizing Andi to contract with FogCityAsBuilts instead of Fred Knapp for a site plan. Passed.
2. Introduce Ann Hess, the new building manager who will be at the building at least once a week to deal with things and to scan and/or forward mail to Terry. Ann's contact number is 415 506-8290. While Ann will supervise garden work, Laila will still work on the garden.
3. We still do not have the necessary financial reports from 2018 and 2019. **Terry** has promised to get them from Stephanie by the end of this week and circulate them. This has been pending for many months and is needed for grant applications.
4. **Terry** will get out a 2020 budget for the board to adopt by email by the end of this week.
5. The CAD drawings for the Accessible Business Entryway have been completed (Thank you Ann for being present for this.) **Andi** will contact Arnie Lerner to get a contract for the layout scheme for process and suggestions for contractors to cost out the proposed changes. It is hoped that these contractors will include the costs of gate and handrails. **Andi** will also contact AsBuilt regarding contractors.
6. **Ann and Eihway** are going to complete the process of seeing whether CMC will chip in for porch damage by the end of this week. **Deepa and Ann** are responsible for contracting with Jeff O'Sullivan or someone to fix the columns and roof on the portico, level the landing at the door if possible and put warning tape on the uneven top step for \$10,000 or less. This contract has already been approved and either Terry or Andi can sign and Terry will pay.
7. Although the Prison Radio request for a fan was initially tabled, the Board subsequent to the meeting approved by email authorization for **Ann** to buy an automatic door closer and have it installed instead.
8. Andi reported that over \$2000 was raised in the GoFundMe campaign for building rehabilitation. Deepa reported that SFTU had sent out a fundraising letter for building repair as well and several checks were clearly identified as the result of that outreach. It was unknown whether the NLG had done a similar outreach, but Mirk has contacted the Mayor's office.

The next BACLF Board meeting will be Monday May 4 February 5, 2020 at 12:30 on the top floor of 558 Capp St.

The meeting was ADJOURNED at 1:40 pm.

Respectfully submitted,

Andi Biren, Secretary