

# Minutes of BACLF Board Meeting

July 12, 2021

The meeting was called to order at 12:32pm. In attendance were Andi Biren, Eihway Su, Terry Koch and Sanyog Shitole.

1. Approval of Minutes and email motions. The minutes of the June 17, 2021 meeting were approved. The preceding email votes to issue quarterly grants to NLGSF and SFTU (\$7684.03 and \$3842.72 respectively) were also approved.

Sara Kershner and Laurel Chen joined the meeting at 12:35.

2. BACLF Contact. [contact@baclf.org](mailto:contact@baclf.org). Nancy reported that she had not been receiving any emails forwarded from this address. (The most recent email was one from PayPal on July 1 regarding a \$383.99 transfer.) Nancy will work on this further, perhaps with assistance from Eihway.

Clarissa Clay joined at 12:39.

3. Building Matters.

Clean-up Day. Will take place on July 13. Clarissa is still awaiting to hear from the shredders. BACLF will be invoiced \$300-\$500 for hauling, and Clarissa will submit the invoice to Terry. If an allocation needs to be made between the tenants, we will work it out. Andi suggested that all stored items be placed on pallets or tables so that we can organize for a bigger clean-up day in the future.

Clarissa is still getting quotes for shatter-proof glass. The porch lights have been replaced. Clarissa will send to Terry the electrician's invoice for \$320.

It was agreed that the basement walls should be painted with water resistant-paint, and Clarissa will get the name of a painter recommended by Brian McComas.

Driveway. Sara will get 2 quotes for repair of the driveway. We will ask the contractor if s/he/they thinks the problems are due to the roots of the tree on CMC property. If so, we will ask the contractor to treat the roots, and can approach CMC re cost-sharing.

4. Report on Capp Street Coop checking account. The old checkbook(s) will be shredded. Clarissa will open new account with Wells Fargo and transfer all funds from the old account to the new. (Andi recommends that Clarissa, as building manager and signatory on the old account, write herself an authorization to open the Wells Fargo account.)

5. Report on Accessible Business Entryway project and interface with CMC work. Andi reported on her conversation with the E.D. of CMC. Most of the construction will be on the right side of the CMC building; it will last 12 months and will not commence until 2022. CMC will lower the yard almost to street level and will add a retaining wall between our two properties, topped with a fence or vine. There is a question as to who would pay for the fence/vine. BACLF's windows near the staircase on 1<sup>st</sup> and 2<sup>nd</sup> floors will be blocked. Andi will request drawings of the vertical façade and the new structure

on the left so that we can better assess the impacts on our building. Because of the construction impacts, Andi suggested that any work we want to do should be undertaken prior to their construction.

CMC's consultants as well as ours agree that the walkway they build will not allow for disability access to BACLF's building. CMC has agreed to allow us to access their building for our use, preferably during the day time. Andi has the names of CMC's foundation grantors.

Sara and Laurel leave at 1:06pm.

6. Insurance report.

Insurance certificates. BACLF needs insurance certificates from all lessees and sub-lessees (NLG, TU, Brian McComas, Prison Advocacy Network, and Anti-Eviction Mapping Project) naming BACLF as an additional insured. Nancy will request.

Coverage update. Amount of property insurance coverage considers Average Cost sq/ft to Rebuild x BACLF square footage. A motion was made to approve renewing the property insurance for a level not-to-exceed the product of the square-foot average cost in the Mission District times BACLF's square footage (believed to be 2589.9 sq.ft., including stairs and halls, excluding the basement). The motion was approved. We also asked Andi to get a quote for an umbrella liability policy and a quote for both \$1.5m and \$2.5m property replacement.

Additional coverage is available for; a) rebuilding costs to comply with intervening ordinance changes; b) business interruption beyond 12 months; and c) flood and earthquake. Consensus to stick with current level of business interruption coverage. There was also consensus to follow Andi's recommendation against flood/earthquake coverage.

7. Tax Matters. We need a new tax preparer. Sanyog will check with someone he knows.

8. 2nd Quarter Financials. Terry reported that he has not received the Quarterly Financials from Stephanie Daniels, but that we have a balance of \$101,843.54.

9. Third Party grants received. A grant was received through the Vanguard Charitable Trust from the Humanist Association in the amount of \$3000. We also received \$1500 from the Raymond James Charitable Trust.

10. 2<sup>nd</sup> Quarter disbursements were approved to the TU for \$3842.72, and to the NLG for \$7684.03.

Next Meeting. September 13, 2021 at 5:00 pm.

The meeting was adjourned at 1:50 pm.

Nancy Lowenthal, Secretary