

## Minutes of the BACLF Meeting of June 7, 2021

Present on the ZOOM call: Andi Biren, Terry Koch, Eihway Su, Carissa Clay, Sara Kershner, Laurel Chen.

1. Andi moved for the Approval of Minutes of Meeting of March 15, 2021, as Revised on June 2, 2021, and confirmation of the email motions that were approved since that meeting regarding: grant of \$15,582.62 to SFTU; grant of \$10,000 to NLGSF; purchase and installation of motion detecting solar lights for 558 Capp St exterior; sublease of SFTU space to Anti-displacement Coalition; appointment of Nancy Lowenthal as BACLF secretary after April 25<sup>th</sup> resignation of Alexis Beach from the BACLF board and appointment of Eihway Su as Vice President of BACLF; and appointment of Sanyog Shitole as the new Board member representing SFTU. Terry seconded. PASSED.
2. **Andi** will ask the insurance agent whether they need a certificate of insurance from the tenants and sub-lessees. Andi already asked her whether the Officers and Directors policy needs the names of the officers and directors. It does not. With regard to the amount of property insurance, it is currently at \$1 million. A similar property on Zillow (old, in the Mission) was unsold for almost a year at \$1,299,000. At the next meeting, we can decide whether to increase the value and the concomitant premium on the policy.
3. **Eihway** will put Nancy Lowenthal, who is now Secretary, as one of two people (Terry is the other) who receive forwarded messages from [contact@bacf.org](mailto:contact@bacf.org).
4. Andi and Terry sent the draft 990 to the Board. Pat Foley, tax accountant, and Stephanie Daniels, bookkeeper, will address any issues raised before it is filed. {The issues raised were addressed by 6/11.} **Andi and Terry** are meeting on ZOOM with Stephanie on June 15 to ask for a quarterly balance sheet, determine what happened with the errors on the taxes and to ask how to reconcile accrual accounting with cash accounting.
5. Andi moved that Eihway Su will be the second person on the checking account and will work with **Terry** to get this accomplished ASAP. Terry seconded. PASSED. **Andi** will put this in resolution form.
6. Carissa noted that all the people on the Capp St. Coop checking account are no longer associated with the organizations. **Carissa** will withdraw the money in the account and set up a new account with new signers.
7. Andi moved that **Carissa** arrange with the electrician to fix the front porch and side door lights for a cost of up to \$330. Eihway seconded. PASSED. She reported that the electrician (NAME??) found NO safety issues, just cosmetic issues, with the wiring in the building. **Carissa** will look into the cost of shatterproof glass.
8. Report from Carissa her discussions with Community Music Center, our neighbor. CMC is in the process of suffocating the tree root that is causing problems at 558 and had its other trees but

away from 558's windows. CMC is about to start a major construction project to make its building accessible. This will have a major impact on 558 so it was decided that we will put off our landscaping project until after construction is finished. With regard to making any use of their ramping, **Andi** will discuss with Arnie Lerner whether it is worthwhile. Report from Carissa on contactor looking over the building for necessary repairs.

9. June 17<sup>th</sup> workday – given the work next door and the immensity of the task of cleaning out the basement, it was decided that the June 17<sup>th</sup> workday will be mainly finishing emptying the basement and getting rid of the stuff down there. This will include going through the BACLF files. Once the basement is cleared, we will move on to patching, painting and how to use it in future. Please come to help.
10. Andi moved that BACLF grant SFTU \$13,525.29 including donations to June 3, and NLGSF \$11,793.63. Terry seconded. PASSED.
11. With regard to grants from foundations to BACLF that are not earmarked, **Terry or someone** will follow up to thank them and find out whether there is interest in continuing a relationship. **Terry** will send all grant letters to **Nancy** for filing and noting the grant in the minutes going forward. As to Nint Foundation, it appears to be a family trust that is administered by a third party. However, the family is findable in Minneapolis if someone wants to follow up.
12. The next meeting will be July 12 at 12:30 on ZOOM. This will focus on building repairs.

The meeting adjourned at approximately 1:40 pm.

Respectfully submitted,

Andi Biren substituting for Nancy Lowenthal