

November 29, 2021 Meeting

Minutes

Meeting called to order over Zoom @ 5:05 pm. In attendance: Andi Biren, Terry Koch, Eihway Su, Nancy Lowenthal and Carissa Clay.

1. Nancy moved and Terry seconded a) to approve the minutes of the September 13, 2021 meeting and b) to confirm the email approval of the quarterly grants to the TU (\$8099.51) and the NLG (\$8400.93). The motion was approved.

2. Financials. Around September, Andi took over bookkeeping from Stephanie Daniels. Because of the difficulties reconciling Stephanie's beginning-year numbers and Andi's later-year numbers, Andi agreed to produce new reports.

3. New Tax Preparer. Pat Foley is retiring and will not be preparing our 2021 returns. Sanyog has previously recommended his tax preparer. Andi will contact Rachel Gendell and Sarah Kershner to find out who the NLG plans to use.

5:13 pm. Sanyog Shitole joins from the Zoom waiting room.

Andi will contact Sanyog's tax preparer.

4. Driveway work. Carissa believes that Lewis M. Merlo, Inc. (base bid of \$21,500) is the most responsible and professional bidder thus far; after examining the site, he stated that only 600 sq.ft. of concrete needed to be removed, that the wall along the stairs to the basement was sound, and gave reasons for his recommendations. Mike from Berkeley Cement (the contractor performing work for CMC) will be by this coming Wednesday to give a quote. The Board agreed to have an email discussion on Friday, December 3 to assess the two bids and decide which company to contract with. Whichever company we go with, we need to be sure to get a photograph of whatever is causing the driveway problem (tree roots, bamboo, etc.)

5. Compensation due to tenant disturbance from CMC construction. There seemed to be a consensus that dust would not cause a major disturbance because of standard construction mitigation measures, but that noise impacts during demolition will be a big problem. NLG and TU staffs are mostly working remotely. Brian McComas (NLG subtenant) handles trials over Zoom from his office; the SF Anti-Displacement Coalition (TU subtenant) would also be impacted by noise. We discussed whether BACLF should offer rebate to tenants. BACLF receives roughly \$55,000 in rent annually, and 2/3 of that is granted back to the TU and NLG; hence a rent offset would result in fewer funds available for grants. Andi will talk to CMC reps about demolition schedule and planned or possible mitigations, including the protection of the second floor window next to CMC. Carissa provided the following contact information for people involved with CMC's project:

Kathy Brown kbrown@venturapartners.com (Project Manager with Ventura Partners, CMC's contractor)

Andy Huber ahuber@sfcmc.org

Julie Steinberg jsteinberg@sfcmc.org

6. Basement. The basement is now totally waterproof (according to two contractors), except for water that might enter from under the door at the base of the stairs. There appears to be no need at the present time for a workday.

We discussed what parameters/restrictions should be applied to tenant/subtenant use of the basement. We agreed that all stored boxes should be labeled with name of owner and date, and that each tenant bears responsibility for any boxes belonging to its subtenants, including removal when the subtenant leaves. Sanyog will draft some lease language for discussion.

7. Grants requests are not due until January 1, 2022. The Board will address this via email.

8. PAN closure, Carissa's maternity leave, and Building Manager responsibilities. Carissa will be on maternity leave for 6-8 weeks from approximately mid-January to mid-March, 2022. She is willing to handle building matters remotely during this time, and Vickie Cassis, an intern with Brian McComas, has agreed to handle on-site matters (supplies, etc.). Carissa will make an arrangement with Vickie as to tasks and compensation, and will advise the Board.

Carissa will not be onsite after PAN closes in approximately mid-July. Terry stated that Laurel Chen (NLG membership coordinator) would probably not be interested in the job.

Carissa leaves the meeting.

Terry moves, and Andi seconds, that BACLF continue to pay Carissa \$500/month while she is on maternity leave, and that BACLF pay Carissa an additional amount, up to the equivalent of \$250/month, for someone to assist her during her leave. The motion passes.

Next meeting. Monday, February 14, 2022, at 12:30, 558 Capp Street.

Meeting adjourned at approximately 6:10 pm

Respectfully submitted,

Nancy Lowenthal, Board Secretary