



Executive Committee Meeting Minutes
Date: October 25th, 2016 from 6:00 pm to 7:10 pm
Location: KONO office, 2301 Telegraph Avenue, Oakland, CA 94612

Present: Joseph Jung, Mike Thaler, Sonja Brooks
Absent: Katherin Canton
Staff: Shari Godinez, John Eric
Guests:

<u>Subject</u>	<u>Discussion</u>	<u>Action</u>
1. Welcome and Establish Quorum (Joseph, Sonja, Katherin, Mike)	Quorum was established.	
2. Approve Executive Committee Minutes from Sept 27, 2016	<p>Mike motioned to approve the minutes from September 27th, 2016.</p> <p>Sonja seconded.</p> <p>All approved.</p>	<u>Approved:</u> Executive Committee Meeting minutes for the September 27th, 2016 meeting
3. Discussion: Leadership Roles and Responsibilities for Oakland First Fridays	<p>John Eric stated that it had become apparent that there is a need for staff development and accountability. There have also been some questions about role clarity and what the division of roles is between John and Shari. Joseph explained that John Eric, as event coordinator oversees the entire project and therefore he supervises Tanika and Dominic. Shari added that this is verified by the staffing hierarchy chart. Joseph added that if there are issues that come up with the product/ quality of work, John Eric should bring it to the attention of the executive committee.</p> <p>John Eric explained that some of the issues revolve around time management, project management, meeting deadlines, and assertive communication. John Eric mentioned that there are classes for these types of skills. Sonja suggested we do some research around what resources are available for those skills. Sonja raised the question of how much does KONO want to invest in performance and development of individuals and the organization. Joseph suggested John Eric see what programs are out there and how much they cost. Then, the staff can go online and develop these skills.</p> <p>Mike asked how the decision is made for First Fridays to be cancelled because of the weather. Shari responded that they make the decision by Wednesday at noon. John said it is not a decision</p>	

	taken lightly and there are lots of things to consider.	
<p>Discussion: Litter container art theme proposals and 1st project location</p>	<p>Shari and Rachel met with the artist to discuss the location and theme of the litter container project. The artist was very interested in using the KONO logo and abstract art in the mosaic design. The location for the first prototype of a litter container was suggested to be at 23rd and Telegraph Ave. because it is at the heart of where the art theme begins in the district. There are three litter containers at this intersection. There is one on the west side and two on the east side.</p> <p>Sonja recommended that the design on the litter container use the name KONO and the logo to optimize branding. Shari responded that she would need to look into it because sometimes the City has issues with advertising on public property.</p> <p>Joseph asked questions about the characteristics of the trash can and the project plan. Shari explained that the trash can has three sides and a door. The mosaic will be a continuation of an art piece on all three sides. She also mentioned that the artist doesn't usually draw out the design ahead of time but he would be happy to attend the next board meeting to discuss the theme.</p> <p>Shari mentioned that KONO will receive \$4000 from the Fleishhacker Grant towards this project.</p>	
<p>5. Discussion: Nov 10, 2016 Appreciation Event</p>	<p>Shari suggested Joseph help present plaques and trophies to volunteers. John Eric said that the team is working on a program. So far it includes networking and mingling for the first half hour where there will be 2 DJs, the Sake bar will be set up, and food that will be donated by Myer's Fine Barbecue. Joseph asked if there would be a guest speaker perhaps from the City. Shari said that although we have reached out, it may be too late to have found someone. For volunteers that have the most hours, they will be receiving a plaque. The others will get a trophy. Joseph asked if someone will be the "MC" or announcer. There was an informal vote for Sonja to be the announcer. There should be 30 minutes of announcing the plaques and recognition, but it is supposed to be a party and not a long drawn out event. Myer's Barbecue will be recognized in the ceremony. The event will be from 6pm to 9pm.</p> <p>It was decided that drinks will be free but with suggested donation and only the Board will receive free drink tickets. There will still be a donation jar and a tip jar. Reaching out to City Council members and candidates was discussed. Former Mayor Jean Quan was suggested.</p>	

<p>6. Executive Director Updates</p>	<p>Shari discussed the traffic management details. The city used to pay for it. Now KONO has to pay for it and the price has increased.</p> <p>John Eric and Shari have been doing lots of interviews and have narrowed it down to two candidates for a second round of interviews and will be making a decision Friday.</p> <p>The Fleishhacker Foundation is awarding \$4000 for the litter container projects. Shari thanked Joseph and Sonja for their donations and emphasized how that aided in getting the grant. Shari and Rachel met with the artist and discussed the artist's project. The artist will be starting the project December 15th, 2016. Most of his work is done in the studio and he can complete a can in one day. Rachel filled out the Adopt a Spot application to get permission to alter the trash cans.</p> <p>A survey went out from NBS to property owners about the possible expansion areas and the current areas to see how people feel about the district.</p> <p>On Thursday Shari went to the neighborhood meeting where topics included street sweeping which occurs 6 days a week. They would like to petition for only 1 day of street sweeping per week. Shari will assist them in getting property owner contact information. A representative from the City was at the meeting to answer questions about the bike lanes. There were complaints about lack of visibility and suggestions for increased signage. The neighborhood service coordinator visited other sites of protected bike lanes in Berkeley and San Francisco and took pictures that showed a lot of signage. Other complaints included that the Taco Bell Drive Thru speaker was waking people up at night. People also honk their horns late at night in the drive thru. Shari suggested having residents negotiate with the Taco Bell management.</p> <p>Lathan and Shari met with the community resource officer. He mentioned that he is getting a lot of complaints about increased car break-ins and loitering. Shari has emailed and reached out to the Oakland Police Department for more attention in the district. Sonja suggested security cameras. Joseph suggested that we connect property owners with security camera companies. Auto robberies are up but strong armed robberies are down.</p>	
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7. Oakland First Fridays Updates (John Eric Henry)	<p>John Eric mentioned an MTV Drone Camera Drop Project that the Oakland film office is trying to work with MTV on. It involves a proposal by MTV to fly over Oakland First Friday with 6 drones and they drop video cameras into the crowd with a message that says to send it back to MTV. They are hoping to have the drones at the November event.</p>	
10. Set November 9, 2016 Board Meeting agenda	<ul style="list-style-type: none"> • Invite Juan Lopez the artist • Nominate Alan Wilk as a new Board member 	
11. Open Discussion	<p>Sonja suggested reconnecting and reviewing of all of the efforts of the year, strategic planning and vision and mission, fund development, and layout of activities. She also suggested a retreat.</p> <p>Shari proposed a Board holiday dinner.</p>	
12. Set Date and Time for Next Executive Committee Meeting	<p>Tuesday, December 6th at 6:00 pm is the next Executive Committee Meeting December 13th at 6:30 pm will be the following Board Meeting</p>	

Minutes by: Rachel Varaiya