



Executive Committee Meeting Minutes

Date: December 6th, 2016 from 6:18 pm to 7:58 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>
<p>1. Welcome and Establish Quorum (Joseph, Sonja, Katherin, Mike)</p>	<p>Quorum was established.</p>	
<p>2. Approve Executive Committee Minutes from October 25, 2016</p>	<p>Sonja motioned to approve the minutes from October 25, 2016.</p> <p>Mike seconded.</p> <p>All approved.</p>	<p><u>Approved:</u> Executive Committee Meeting minutes for the October 25, 2016 meeting</p>
<p>3. Review and Approve Financial Reports</p>	<p>Shari mentioned that the amount under liabilities on the Statement of Financial Position, has been tracked in accounting as the amount that First Friday owes KONO. Shari asked the Board to decide if this amount would eventually be a contribution of KONO or if the amount will be owed back to KONO.</p> <p>On the Budget Performance sheet, Shari mentioned that there needs to be a line item for CBD Renewal and it needs to show that the payments to Renewal consultants are coming out of the reserve account.</p> <p>The annual budget is \$315,000. \$9,500 or 2-3 % of that amount goes to reserves.</p> <p>Sonja emphasized the need for third party consultants/ independent auditor and a general lack of performance measurement.</p> <p>John Eric mentioned that the contribution from the City to First Fridays is not shown in the budget which is an estimated \$12,500 This donation includes the Oakland Police Dept. and dumpsters.</p> <p>Joseph commented that the goal is to have First Fridays be financially self-sufficient. Shari added that the goal can also be for First Fridays to have a profit that can be re-invested into the event or a beautification project.</p> <p>Mike volunteered to go over the financial reports</p>	<p><u>Approved</u></p>

	<p>again and set a KONO 2017 budget with Shari.</p> <p>Approving Financial reports was taken off as an action item.</p> <p>.</p>	
<p>4. Discussion: Review Landscaping Proposal for tree wells</p>	<p>KONO received an estimate from Planting Justice. For the watering and maintenance it is an estimated \$41,000 for a year.</p> <p>Safety first is currently watering the trees.</p> <p>Because the trees were getting weeds in the tree wells, it has been proposed to add shrubs.</p> <p>Shari mentioned that the project is environmental with 500 gallons of free grey water available per day and drought resistant shrubs. Also, Planting Justice employs people that are re-entry from prison.</p> <p>It will cost \$12,000 to 2 plant shrubs in each of the tree wells for the entire district. For 4 shrubs each in the tree wells it will cost \$20,000.</p>	
<p>5. Report on CBD Renewal Progress</p>	<p>There is a Steering Committee meeting on Thursday, December 8th, 2016. A main objective is to finalize the maps and what will be the expansion zones of the CBD. Shari stated that the new zones include going down 23rd St. to Northgate Ave. and down West Grand Ave. to Martin Luther King Blvd.</p>	
<p>6. Report on Successful Appreciation Event (Nov 10, 2016)</p>	<p>Joseph commented that it was limiting for guests to only have a plus-one. If they were able to bring more people, it may have helped the overall attendance.</p> <p>Shari suggested adding in a line item for annual fundraiser in the budget.</p>	
<p>7. Executive Director Updates</p>	<p>Rachel calculated that there has been \$4,700 in refunds and \$2100 in donations for the 3% increase in assessment error.</p> <p>It was suggested to have an organizational chart on the wall with pictures and names of staff.</p> <p>Rachel has posted a job opening for the festival coordinator position. The mosaic on trashcan project is underway and the first can will be in front of Johannsen's. Shari met with Taco Bell to talk about their noise disturbances in the community.</p> <p>Shari also met with the Uptown Arts District about the resolution they are trying to send to City Council. There are still some changes to be made with the resolution to appease property owners and developers who will be restricted under the resolution.</p>	

	<p>Shari is meeting with Reverend from St. Augustine's church to discuss the renewal. A quote was received from Block by Block.</p> <p>Shari mentioned that there is a homeless encampment at West Grand Ave. and Telegraph that has been there for probably a month. The Clear Channel bus shelter has been taken over. KONO has reached out to the Oakland Police Department, Public Works, the Mayor's Office, and Clear Channel. AC Transit and the Sheriff's office say they have nothing to do with it. On 26th St. between Telegraph and Broadway there has been 26 car break ins in one month. Shari alerted OPD about the break ins. Shari received an email from the foot patrol officer who said he would walk down that street more frequently.</p>	
8: Oakland First Friday Updates (John Eric Henry)	<p>Shari, John Eric, and several city officials met to discuss Business Licenses for vendors at Oakland First Fridays. In the future, some part of the Business License Renewal process will be done online. The new business licenses are \$81. If vendors are going to do more than three events, then they need to get a business license.</p> <p>John Eric is currently in the process of figuring out what the Festival Coordinator role entails.</p> <p>Going forward, John Eric suggested in the future KONO hires 2 full time employees versus 3 part time employees as it will lessen payroll taxes.</p>	
10. Set December 13, 2016 Board Meeting agenda (Holiday Dinner)	<p>The holiday dinner will take place at Blind Tiger. Guests can bring family.</p>	
11. Open Discussion	<p>No comments.</p>	
12. Set Date and Time for Next Executive Committee Meeting	<p>The next Executive Committee Meeting will be held January 3rd at 6:00pm December 13th at 6:30 pm will be the following Board Meeting</p>	

Minutes by: Rachel Varaiya