

February 16, 2023 Meeting

Minutes

The meeting was called to order at 12:36pm. In attendance were Andi Biren, Layla Stanley, Terry Koch and Nancy Lowenthal.

1. Introduction of new Board Members selected by the SFTU: Layla Stanley and Jennifer Fieber. And moved to appoint Layla and Jennifer to the BACLF Board of Directors as representatives of the SFTU; Nancy seconded, and Andi, Terry and Nancy approved.
2. Annual Report on use of grant funds is due from the TU. Nancy agreed to send samples of the TU Annual Report to Layla and Jennifer.
3. Grant update. It was agreed that an informal working group would give feedback on proposed scope and budget for Bothin grant due March 3. Jennifer agreed to help with generic language re activities of the TU.
4. Approval of Minutes from January 7, 2023. Andi moved to approve, Terry seconded, and the minutes were approved via consensus.
5. Building Report from Terry.
 - Carissa and Andrew Hartley, the carpenter, have sealed the back stairs. Andrew has repaired the back door and transom and rebuilt the part of the back stairs that was failing. Socrates will sand and paint the back stairs. Cost was \$2277 for carpenter Andrew (including replacement of broken window pane in the NLG office) and \$111.35 for miscellaneous materials.
 - Heat pump.
 - The windows that have been leaking or stuck have been fixed and are working properly. We need to ask Carissa for details about which *specific* windows have been repaired vs. which are in need of further repair or replacement. Layla notes that windows in the counselling and middle offices need to be assessed. Nancy agrees to meet with Brian McComas and Roisin Isner (TU staff) to check status of windows.
 - ABE Project. Estimated costs are \$13,000 for railings and \$10,000 for architect.
 - Rodents. Carissa reported to Terry that all rodent holes have been sealed and that there are no current droppings.
 - Front entrance. Carissa will install a new non-slip tread on the front stairs and substitute a better door sweep.
6. CMC Construction. There is concern that the proposed flashing to be installed by CMC contractor between the two buildings will increase rain water on our roof. Andi will contact the CMC construction manager to discuss.

7. Lack of access to website and email. We pay approximately \$120/year to WordPress for hosting. G-Suite is the comparable Google product, and we should be able to get it.
8. Taxes. Discussion whether we should hire a professional tax preparer. Terry is willing to do instead with TurboTax and Andi's assistance. The 990's are due in May.
9. ABE Project status. Matter is still pending before Planning Commission. We need a sidewalk encroachment permit that will cost \$230, plus a very small annual fee. Terry says it would be nice to have a second railing on the lower set of stairs.
10. New Matters. Board Member's Conflict of Interest Forms are due.
11. Review of Calendar. Terry filed our Business License in December 2022.

Next Meeting: Thursday, April 27, 2023 @ 12:30.

Meeting Adjourned.