

October 20, 2022 Meeting

FINAL

Meeting called to order over Zoom @ 12:35pm. In attendance: Andi Biren, Eihway Su, Brian McComas, Will Clements, Nancy Lowenthal, and Carissa Clay. Terry Koch joined moments later.

1. Approval of September 7, 2022 minutes as amended. Andi moved, Eihway seconded, and all present voted to approve.
2. Building matters.
 - a. Repair of Brian's office. Contractor Ken O'Sullivan lowered the chimney from the A-frame to the ceiling in Brian's office, and patched the ceiling and wall from which the bricks were removed. (A total of 12 buckets of bricks were removed.)
 - b. Ken also repaired the flashing above the outside side door. The cost was \$3795 for both items a) and b).
 - c. Fire extinguishers. Carissa was advised that a total of two (2) fire extinguishers was sufficient for the size of the building. Andi moved to purchase two (2) new stainless steel fire extinguishers and dispose of the four (4) old ones, for a cost of \$230. Nancy seconded. The motion passed.
 - d. Brian checked all the smoke alarms.
 - e. The plumber has repaired a crack to the water main and to two leaking pipes, including the 3" pipe outside the building.
3. Coop Revenue. For Information Only. Carissa reports that funds in the Coop account have been running low. It was agreed that NLG should pay an additional \$100 per month, and that the TU should also pay an additional \$100 per month. Brian said that he was also willing to pay an additional amount. Recently Brian had to pay a locksmith when he was locked out, and he will seek reimbursement of that expense from the NLG. Eihway recounted problems with doorknobs coming off. All these issues are Coop matters, and the Board therefore took no action.
4. Monies due from the NLG-SFBA/Clawback. According to Terry, NLG has stated its view that reimbursement is contingent on the chapter's fundraising efforts. Andi states that under IRS rules, funds must be returned if not used for the intended purpose. Andi moves that if the full \$10,000 is not forthcoming by December 15, 2022, BACLF will withhold the rent rebate portion of the quarterly grant until payment is made in full. Will seconds. Andi, Will, Eihway, Brian and Nancy vote to approve; Terry opposes. The motion passes.

5. Financials. Andi responded to questions regarding the reports and possible clarifications/revisions to format. The bottom line is that, compared to last year, we are way down on donations for ourselves and our tenants, and there are significantly more building expenses.
6. Grants. Andi moves to reimburse Nancy \$49.99 for a one-month subscription to the Foundation Online Directory for preliminary research on grants. Will seconds; Nancy abstains; the motion passes. The discussion of grants was tabled until the next meeting. It was also agreed to spend no more money on grant research or activities until the NLG and/or TU have a grant-writer on board.
7. Accessible Business Entry (ABE). As reflected in emails prior to the meeting, Debbie from Lerner Architects will proceed with the Hardship Exemption request in November. Discussion about whether or not to approve having Ken O'Sullivan proceed with handrail work. No action taken.
8. Motions for 3rd Quarter Grants. Neither NLG nor TU submitted a written request in proper form, and no motion was made. \$4596.92 is available to the TU.
9. EXECUTIVE SESSION: Contract for Building Manager. Andi moves to accept the draft independent contractor agreement (with the deletion of paragraph #7) and to authorize her to sign. Eihway seconds. Andi, Eihway, Brian, Terry and Nancy vote to approve; Will abstains. Discussion about the type/extent of building management services that is needed long-term. Brian will arrange a walk-through with his contractor friend and Carissa to develop a to-do list for the building management.

Next meeting. Thursday, December 15 at 12:30

Respectfully submitted,

Nancy Lowenthal, Board Secretary