



Executive Committee Meeting Minutes

Date: January 7, 2020 from 6:00 pm to 7:00 pm

Location: KONO office, 2633 Telegraph Avenue Suite 109, Oakland, CA 94612

Present: Joseph Jung, Sonja Brooks, Mike Thaler, Elisse Douglass (Via Phone @ 6:20pm)

Staff: Shari Godinez, Greg Harris, Lathan Hodge

Absent:

Guests: Matthew Ticknor (KONO Board Member)

<u>Subject</u>	<u>Discussion</u>	<u>Action</u>
<p>1. Welcome and Establish Quorum</p>	<p>Quorum was established</p>	
<p><u>2. Staff Reports:</u> Oakland First Fridays Updates (Greg Harris)</p>	<p>Greg: We had our first OakFF for the year on January 3, 2020. We didn't sell out of booth space, but we are working on refilling the waiting list with all new vendors.</p> <p>Our December Christmas Toys for Tots drive went over very well. We partnered with Serenity House, B.O.S.S., Alameda County Social Services, Martin Luther King Middle School and Chronicle Books.</p> <p>OakFF has now hit the ten thousand (10K) mark on Instagram.</p> <p>New Employee:</p> <p>Sara Mae Heady has started on the OakFF team and she has already done some great things to change the system already.</p> <p>New Interns:</p> <p>Amina Galadima is a new intern, who began working with us on December 18, 2019 with our social media team.</p> <p>New intern Emily Jukic starts January 14, 2020 and she will be with us until February 21, 2020.</p>	

<p><u>b. Executive Director Update:</u> (Shari Godinez)</p>	<p>Shari: Finalized a new Security and Maintenance contract and they are due to begin working on January 16, 2020. Shari completed the Annual Report for 2019 for the City Council. Shari received and reconciled a request from a business owner to assist with curb color change to a green curb.</p> <p>Economic Development: Working with a commercial broker to install pop ups in the vacant spaces during the OadFF event to attract people to the space in an effort to find a long term tenant.</p> <p>Provided assessment formula to Charlie Hahn with a list of current developments (completed projects and in progress projects) in the KONO district.</p> <p>Marketing/Beautification: Shari was offered an opportunity to receive twenty (20) cement planters with dirt and plants, free of cost, from the Temescal district. We would need to move them ourselves.</p> <p>New Security/Maintenance: Streetplus is planning on KONO's participation in the final interview process for the onsite Operations Manager.</p>	
<p><u>C. Security & Maintenance</u> (Lathan Hodge)</p>	<p>Lathan: Homelessness: Cleanup needed at 29th and 30th streets under the freeway along with the homeless encampment at 34th street.</p> <p>Auto Break Ins: Seeing more glass breaks in the mornings at 23rd and 27th streets from Northgate to Broadway and 24th/Northgate and 26th at Broadway.</p> <p>Waste Management: Did not empty the garbage dumpster from December 12, 2019, which impacted the district. Safety1st utilized signs and cones so cars would not park in front of the dumpster. A new lock for the KONO district dumpster needs to be picked up from Waste Management offices as WM took away the KONO dumpster instead of the OakFF Landfill dumpster.</p> <p>KP Market Lot: The fence hardware is broken where the lock secures to the gate.</p>	

<p>3. Action Item: Approve Minutes for December 3, 2019</p>	<p>Sonja motioned to approve the minutes for December 3, 2019</p> <p>Elisse seconded the motion</p> <p>All approved</p>	<p>Action: The minutes for December 3, 2019 were approved</p>
<p>4. Action Item: Review & approve financial reports through December 2019</p>	<p>Motion to move this item for approval to the Board Meeting after speaking with the accountant to get clarification.</p>	<p>Action: Speak with Kenny before Board Meeting</p>
<p>5. Discussion: Decide on date for Board Retreat (review results of survey) and if including staff (KONO/OakFF)</p>	<p>The Board Retreat will be held on January 25, 2020 and it will be open to staff from KONO and OakFF.</p>	
<p>6. Discussion: International Downtown Association Annual Conference March 11th-13th, 2020</p>	<p>This conference will be exploring how managing downtowns and public spaces has evolved. Experts will share best practices on economic development strategies, multi-generational leadership, and cross sector collaboration and how it plays an important role. The hotel deadline is Thursday, January 9, 2020 and early bird registration ends on January 29, 2020. Shari is planning on attending the conference on March 11th - March 13th.</p>	<p>Task: Send link to Board on Forum Direct</p>
<p>7. Discussion: Committee for design of KONO street banners and mosaic litter containers</p>	<p>Shari asked that Board members participate in the Street Art Committee and take charge of this committee. Joseph suggests putting this item on the Board Agenda.</p>	
<p>8. Action Item: Set January 14, 2020 Board Agenda</p>	<ol style="list-style-type: none"> 1. Action: Financial Reports 2. Discussion: Planters (20) 	
<p>9. Open Discussion/ Announcements</p>	<p style="text-align: center;">None</p>	
<p>*Next Executive Committee Meeting</p>	<p style="text-align: center;">Meeting adjourned at 7:12pm</p> <p style="text-align: center;">February 4, 2020 at 6pm</p>	

Minutes by: Shellae Ruffin & Edited by Shari Godinez