



**Executive Committee Meeting Minutes**  
**Date: June 2, 2020 from 6:00 pm to 6:55 pm**  
**Location: Zoom platform**

**Present:** Joseph Jung, Sonja Brooks, Mike Thaler, Elisse Douglass

**Staff:** Shari Godinez, Greg Harris

**Absent:**

**Guests:** Zabrina Law

<u>Subject</u>	<u>Discussion</u>	<u>Action</u>
<b>1. Welcome and Establish Quorum</b>	Quorum was established	
<b>2. Public Announcements</b>	None	
<b>3. Guest Speaker:</b>  <b><u>Greg Harris on Virtual Event for Oakland First Fridays</u></b>	<b>Greg</b> talked about a three day workshop he participated in on how to run a successful <b>virtual event</b> . He would like to work with present and former staff (as volunteers) to put together an event by <b>July 3rd</b> . He said that 1,400 people participated in these classes. He suggested that we <b>charge \$1.00 or \$5.00 to participate</b> . He learned that we can do breakout sessions and make the equivalent of a kid zone or a health zone and people can choose which session they want to go into. These zones give people the opportunity to interact. Greg provided an outline for the project. Shari requested assistance from Board members and <b>Zabrina offered her assistance</b> .	
<b>4. Staff Report</b>  <b>a. Executive Director Update:</b> <b>Shari Godinez</b>	<b>Shari</b> reported her activities for the last 30 days. It included meetings with the Board Treasurer and a stakeholder requesting a hardship refund, researching grant opportunities, and sharing information with stakeholders on planned demonstrations. Shari has also attended multiple meetings with <b>EDDW</b> (Economic Development Department Workforce), the Oakland Chamber, City of Oakland staff, and other BID/CBD leaders. Shari announced that <b>parking enforcement will start again on June 8, 2020</b> . The first few days will be no cost tickets. Also the city's Economic Recovery Advisory Council has recommendations for property owners to extend lease for the number of months of past due rent and collect at the end. <b>The City</b> is also going to make it easier for different businesses to operate in the space and make the permit process easy.	

**a. Continued**

Shari also announced that the Congress passed a bill that would **change the terms for the PPP loan** and extend the use terms **from 8 weeks to 24 weeks**. It is scheduled to go to the Senate for a vote this week. She mentioned that a **“Thank you letter to Oakland”** was published in **Oakland Magazine in January** and the author read the letter out loud to the Mayor in a meeting with the Chamber and other city leaders. **The letter mentioned Oakland First Fridays twice.**

Shari announced to the stakeholders that the **city is offering quick “pick-up” zones** for any business that would like one. This will allow for easy curb-side pickup. Businesses just need to call 311. She also shared the Alameda County guidelines on re-opening your business. She also shared grant information from the Hewlett foundation Performing Arts team, with community artists.

Shari announced that one Oakland First Friday staff member chose to return for 10 hours per week to focus on the Gofundme campaign, two other staff members chose not to return at this time but offered to volunteer time and one staff member has shifted his hours to KONO projects. Also the sponsorship from the American Kidney Fund was refunded.

Shari responded to several stakeholders regarding graffiti abatement and litter abatement. She also sent a report to the city regarding sidewalk damage which makes the sidewalk impassable by a wheelchair. The city claims the tree, which caused the damage is not an official city tree and therefore they plan to notify the property owner of their responsibility to repair the sidewalk.

There is a group, **Bay Together Project**, who has offered to put murals on boarded up businesses.

Shari discussed an incident that occurred when **Streetplus called for EMT** service when a homeless person was unresponsive. **The EMT employee behaved inappropriately and kicked the person and told the ambassador never to call about this person again.** This incident was reported to the proper authorities. She announced that **OPD has assigned a Foot Patrol officer to KONO again.**

Shari is still seeking a new location for the KONO dumpster. The mortuary has declined the request. She is still waiting to hear back from Sears Lofts.

Shari received a report from Geopal for the area at 27th and Broadway showing the number of days and number of ambassadors that frequent that area. This report was pulled in response to accusations made by that stakeholder. The report confirms that KONO has met its obligations. Shari announced that the Oakland Chamber has volunteers willing to assist with clean up after the protests. Shari will connect them with Kevin.

<p><b>5. Action Item:</b> <b>Approve Minutes from May 5, 2020</b></p>	<p>Mike motioned to approve the minutes from May 5, 2020</p> <p>Sonja seconded the motion</p> <p>All approved</p>	<p><b>Action:</b> <b>The minutes from May 5, 2020 were approved</b></p>
<p><b>6. Action Item:</b> <b>Approve KONO &amp; OakFF financial reports April 2020</b></p>	<p>Shari reported the <b>income for KONO for April was \$218,012.89</b>. This was the <b>2nd CBD assessment</b> for the year. <b>Expenses</b> for April <b>\$51,909.99</b> with a net of <b>\$166,102.90</b>. <b>Total income</b> for the year <b>\$516,285.15</b> and <b>total expenses</b> for the year are <b>\$162,770.40</b> with a <b>YTD net of \$353,514.75</b>. The <b>bank balance as of April 30, 2020 was \$613,543.66</b></p> <p><b>Oakland First Fridays</b> has a bank balance at the end of <b>April of \$32,328.16</b>. <b>Total income for Jan to April 2020 was \$106,843.27</b>. <b>Total expenses</b> for the same time period was <b>\$128,506.15</b> leaving a <b>net \$-21,662.88</b>.</p> <p>Shari stated that although January was a loss, February and March had a positive income but of course April was a loss due to inability to hold the event due to declared Pandemic.</p> <p>The Treasurer asked for a report showing OakFF costs going forward without staff to determine when the funds would be depleted (a proforma).</p> <p>Mike motioned to approve the financial reports for KONO and Oakland First Fridays through April 2020.</p> <p>Sonja second the motion</p> <p>All approved. No abstentions.</p>	<p><b>Action:</b> <b>The KONO and OakFF financial reports through April 30, 2020 were approved.</b></p>
<p><b>7. Discussion:</b> <b>Hardship request</b></p>	<p>The requester was not able to provide the documents in time for this meeting and asked for an extension to the July Executive Committee meeting.</p>	
<p><b>8. Discussion:</b> <b>Staff rehire decisions and impact to PPP funds and other options</b></p>	<p>Only one staff member agreed to return to work at part time (10 hours per week). One staff member will remain on with his hours shifting to KONO work and two other staff members will remain on unemployment. Shari said the Board could look at other ways to utilize the PPP funds during the short 8 week window by increasing hours for herself (from 35 to 40 hours) or other staff members. She said if the proposed changes to the terms pass in the Senate, that KONO will easily be able to expend the funds on payroll.</p>	
<p><b>9. Action Item:</b> <b>Set June 9, 2020 Board Agenda</b></p>	<p>Agenda Items:</p> <ol style="list-style-type: none"> <li>1. Financial reports including a budget performance for KONO and a projected budget (proforma) for OakFF.</li> <li>2. Discussion on staff and PPP loan</li> </ol>	<p><b>Action:</b> <b>Agenda was set for June 9, 2020 Board Meeting</b></p>
<p><b>*Next Executive Committee Meeting</b></p>	<p style="text-align: center;"><b>Meeting adjourned at 6:55pm</b></p> <p style="text-align: center;"><b>July 7, 2020 at 6pm</b></p>	

Minutes by: Shellae Ruffin & Edited by Shari Godinez