



Executive Committee Meeting Minutes
Date: September 6, 2022 from 6:00 pm to 7:00 pm
Location: Zoom platform

Present: Joseph Jung, Mike Thaler, Alan Wilk
Absent: Sonja Brooks
Staff: Shari Godinez, [Courtney Russell](#), [Greg Harris](#)
Guest: Jay Murphy, Kaiser

<u><i>Subject</i></u>	<u><i>Discussion</i></u>	<u><i>Action</i></u>
1. Welcome and Establish Quorum	Meeting began 6:03pm Quorum established	
2. Open Discussion/ Announcements	<p>Introduction: Joseph Jung No Announcements or Open discussions</p> <p>Shari-Shari mentioned she did receive one new Board application from Roy Lewis, a barbershop owner in the district. She stated he's interested in being on the Safety Committee as well as the Board. Joseph asked if he is eligible to be on the Board since he is a business owner and not a property owner. Shari responded that he is, as long as the Board has 2/3 property owners. Shari stated that we should be voting on new Board members at the September Board meeting. Joseph stated he would be out of town on September 13th so Shari suggested to move the Board meeting to Sep 27, 2022 . Shari asked if that date works for Mike and Alan and both stated they would be available. Shari stated she would follow up with Nick Myerhoff because he stated he was interested in becoming a Board member as well.</p>	
3. Staff Report: Executive Director Updates- Shari Godinez	<p>Shari- Shari stated that KONO's first open house was successful with 62 attendees and there is also a list of walkins who didn't RSVP. Shari stated that she has been researching the retirement plans and shared that information with the Board. Shari mentioned that she shared the design with the Board that the city is planning to do at 22nd and Telegraph. She mentioned that Courtney finished the August newsletter and asked the Board to check it out. She mentioned she had another meeting with Kaiser regarding a more refined design for the mural at 27th and Northgate. Shari stated that all the staff went to the Best Of the East Bay award ceremony for Oakland First Fridays receiving an award for best outdoor event at Lake Chalet on Aug</p>	

17th. Shari stated she did offer a settlement amount for the stolen generator but hasn't received a response yet. Shari mentioned that the event on Sept 2nd was very successful and that the theme was Oakland Proud and that Visit Oakland sponsored the event for \$15k. She mentioned that we have a Paint N Sip Oakland First Fridays fundraiser on Sept 9th and so far 20 tickets have been sold. Shari mentioned we did receive the grant funds from the Alameda County Covid relief for \$7,100. She mentioned we applied for the Golden Pear grant \$25k unrestricted funds, the Bill Graham grant on Aug 10th for \$5k and currently working on the Zellerbach Family Foundation grant which is between \$5k-\$15k, the Benard & Audrey Foundation grant is up to \$50k, and lastly a small micro grant for small business for \$25k. Shari mentioned that we received a donation check from Town 29 for \$3,766.00 for the camera project. Joseph asked for information on the Paint N Sip fundraiser and Shari responded that it is going to be held at WeWorks which donated the space for free, the art teacher is donating her time, Flax donated canvases, a company donated wine and will also be selling wine, Blick Art supply donated paint brushes and all the proceeds are going to go to OakFF's. Joseph asked how we are preparing for this event. Shari responded that she has asked the Board members to share the information for the event, and it is advertised on social media and at the last OakFF's event. Joseph asked if we had a flier and Shari said she would share the flier again with everyone.

b) [Greg Harris](#)
Festival
Coordinator,
First Fridays

Greg- Greg stated that we had our last event on Sept 2nd with 15k attendees, 7 officers and 30 security guards. Greg stated that there weren't any issues at all, just a few rogue vendors and asked the paid vendors to point out anyone selling that's not supposed to be. Greg mentioned that we have had a couple volunteers to help out and asked if anyone knows people who would like to volunteer, it would be a great help. Greg stated that he has started working on Culture Fest for October. Greg mentioned that at the Sept 2nd event we partnered up with Habitat for Humanity and they supplied the pieces to build 4 replicas of their favorite buildings in the kids zone and will have them again for October. Greg stated he and Courtney are working in December and trying to turn Telegraph Ave into a Christmas wonderland. Greg stated that he's excited how First Fridays has been going and the positive response since we have returned. He mentioned, as Shari stated, that we have the upcoming Paint N Sip on Sept 9th to raise funds for OakFF. **Joseph** asked if getting permits from city hall was any easier or

	<p>the same. Greg responded that it isn't any easier and we receive the ABC permit the Tuesday before the festival. Shari chimed in to state that the process of getting the permits hasn't changed as of yet which Joseph was inquiring about. Shari also stated that Jim MacElevaie is conducting a test application to see how it goes and to get feedback from users. Shari suggested that Greg take the test. Greg responded that he would take the test. Mike asked how do we estimate the number of attendees at the OakFF's event. Greg responded that he and OPD take a look around in the beginning and then again later in the evening. Shari also stated that OPD is trained to make estimations of crowds.</p>	
<p>4) Action Item: Approve Minutes from August 9, 2022</p>	<p>Mike T motion to approve minutes 2nd from Alan Wilk</p> <p>no abstentions no objections Minutes from Aug 9th approved</p>	<p>Action: Approved minutes August 9, 2022</p>
<p>5) Discussion Item: Continue on Retirement plan 403B</p>	<p>Shari stated she sent some examples of retirement plans to the Board for review prior to the meeting and provided W2 amounts and possible contribution amounts that can be anywhere from 2% -25%. Joseph asked if we were going to have a retirement planner to present to the Board at the Board meeting what could be offered. Shari stated that she inquired about that and the retirement planners she contacted do not work nights and wouldn't be able to be at a Board meeting. She stated however that they would be willing to do a daytime zoom meeting. Shari stated that it's not the retirement planner's job to explain about the new law that requires employers with 5 or more employees to offer a retirement plan, they will be there to present a retirement plan only. Shari mentioned we do have the option to sign up for Calsavers and not set up a separate retirement plan. Shari started sharing her screen to display the information she emailed to the Board. Shari then went through the spreadsheet that breaks down the cost per employee and initial set up fee of \$1450 +\$10 per employee and an annual administration cost of \$1650 + \$30 per employee to set up the 403b retirement plan. Mike asked what company is offering this plan and Shari responded that it's with Nicholas Pension Consultants. Mike stated that the retirement plan has to be through a mutual fund and that if a 403b is offered to one employee it must be offered to all. Shari stated that is correct and we would have to pick a financial advisor. Shari then went through the spreadsheet and brokedown the examples of each contribution % and costs based on the employees W2. Mike stated that it needs to be clear what the amount the employee can and or need to contribute and the employer isn't required to contribute. Shari stated that is correct and that the employee can contribute anywhere for 0 -\$20,500 or \$27,000 if the employee is over 50 years of age on an annual basis. Shari also mentioned that all staff members were interested in a retirement plan.</p>	

She also stated that over 60% of nonprofits offered retirement plans. Shari stated that she hoped we can recommend it to the Board so it can be voted on at the Board meeting. **Alan** stated that his only concern is that since we are a relatively small nonprofit, the set up fee and annual cost is large and asked if there were other plans that catered more to smaller nonprofits with lower set up costs and maybe a higher per employee cost if these are the standard costs. Shari responded that the set up cost/annual costs would be paid by KONO. Alan responded that he understood that however wanted to know if there was any company that offered lower set up and annual costs. Shari responded that it has been difficult to find a company that would be willing to set up a retirement plan for the size company we have because they are not making a good commission. Shari also stated that she believes the fees are nominal for a plan that would be very beneficial to the staff, however she will continue to search for another company that possibly would. Mike asked if we could contribute to a retirement plan or a tax free savings on our own. Shari stated that would be post tax and is not the same and there's a limit. She mentioned on her own she would be limited to contributing \$7k however with the 403b plan would be able to contribute up to \$27k into a retirement plan. Shari stated that she was looking at the fact that she doesn't have a retirement and it would be beneficial to the other employees and more than half of other CBD's offer retirement plans. Joseph asked if we are required to offer a 403b plan. Shari responded that no we don't and can sign up for the CalSavers plan but it is just like a basic savings plan. Joseph asked if there was any reason a retirement plan wasn't discussed before. Shari responded that she guesses we didn't think about it. Joseph stated then this new law prompted us to look at a retirement plan. Joseph also asked if the normal contribution amount is 3%. Shari responded that the national norm is between 3%-5%. Joseph, we will look into this and decide what % we would contribute. Mike stated that this is like giving a raise. Alan stated that if we are required to offer a plan a 403b is a pretty standard retirement plan and a 4% employer contribution is pretty normal. Joseph stated that the 403b is something we can choose to adopt and then not required to adopt the CalSaver account which can be opened with no fee. Joseph also stated that the cost to us would be approx \$8500k which he doesn't feel is too much. Mike stated that he believes we should set up the 403b plan and then we can decide what we would want to contribute but don't want to go to a company that charges a large set up fee. Alan stated that is what Shari mentioned that because of our size we can't find something better. Alan stated we should come with a recommendation of the % to the Board. Joseph stated that his recommendation is that we offer a 403b plan and contribute 3%. Mike stated it doesn't make sense if someone has \$2000 to invest to have a financial advisor. Mike asked if later we have new employees do we have to pay a new set up fee. Shari stated she will follow up with Nicholas Consulting about that. Mike agreed that we offer the 403b with the 3% contribution. Joseph stated then we will let

	<p>the Board know we had a discussion and make a decision at the Board meeting we recommend the 403b plan with a 3% contribution.</p>	
<p>6) <u>Discussion:</u> Update on Mural project at 27th & Northgate-District Identity</p>	<p>Jay Murphy, Kaiser- Jay mentioned that they had a 2nd visioning meeting with the artists regarding the mural and came up with a final design. He mentioned it got great reviews and will start painting on Sept.19th with a completion time of 3 weeks. Jay stated prior to the painting they are going to powerwash the building and prime the area facing Northgate. He mentioned they had a conversation regarding graffiti abatement and feel confident once the mural is up graffiti should not be an issue. Jay also stated they plan to do some improvements inside the building as well and incorporate more security to activate the use of the building overall. He also thanked Shari for helping make this happen. Shari asked if they plan to make the garage parkable again. Jay responded that this may be a possibility and understands leaving it vacant makes it more appealing to vandals. He stated that he isn't sure if this can happen. Shari asked if we should have some type of ribbon cutting ceremony. Jay stated he definitely would have one and would want to be a part of it. Jay mentioned they are looking at installing new lighting, security cameras and no trespassing signage. Shari mentioned that Councilmember Carroll Fife invited her to talk about safety issues in the district and asked if there is anything that Jay or the committee would like her to bring up. Jay stated that they have had 2 fires set in the garage in the last 3 days, and everytime they repair the fence it gets cut with tools. Shari stated that we do have cameras pointing to 27th St and suggested that the camera may be helpful to see who's cutting the fence.</p>	
<p>7) <u>Discussion:</u> Report on KONO Open House successes</p>	<p>Joseph stated that the Open house was successful and stated Mike was not present because he was in Florida. Alan stated that he thought the event was good and was happily surprised how many representatives came out to speak. Alan mentioned he was able to speak with different property owners and a representative and property owner was able to have productive conversation regarding housing. He also stated that one of his neighbors expressed interest in getting involved in the security committee. Joseph stated that there's always room for improvement and it was great that we had city officials etc attend and asked how many property owners attended. Shari responded maybe 10. Joseph stated as a point of improvement we need to get more property and business owners to attend. He also stated that it was successful for a first open house. Joseph asked if Mike saw the footage. Shari mentioned that there are photos in the newsletter. Joseph stated that he believed we ran out of food. Shari stated that we did have 12 people that showed up that did not RSVP</p>	

<p>8) Discussion Add Juneteenth Holiday (June 19) to employment agreement</p>	<p>Shari- Shari stated on June 19th staff asked her if it was a paid holiday and she told staff that it wasn't even though it is now a federal holiday and Shari hoped we can add it as a holiday. Joseph asked how many holidays are we currently paying for now. Shari responded that there are 9 paid holidays. Joseph stated that we can observe the holiday but not make it a paid holiday. Shari stated all the holidays that we observe and there are 9. Joseph asked if we are observing all federal holidays. Shari googled them and there are 10 in total which includes Caesar Chavez Day. Mike asked what happens if First Friday lands on a holiday. Shari stated that she doesn't believe that will happen unless it is the 4th of July. Mike asked what makes us required to observe these holidays. Shari responded that we are not but it is for employee retention. Joseph stated some options as observing the day and not paying or paying as a paid holiday. Alan stated that some companies offer 9 holidays and can observe any of the ones we choose to. Joseph stated that our employees are requesting to observe Juneteenth. Mike stated that to let the employees decide which holidays they want to observe. Joseph stated that's not possible because we are already closed on certain holidays so the only question is to add Juneteenth. Shari stated that she will add it to the Board meeting as an action item.</p>	
<p>9) Discussion: Review New OakFF Banner Designs</p>	<p>Joseph asked for confirmation that there were 12 banners. Shari said yes there are 12 and started sharing her screen to display the banners. Joseph stated he loves them but is concerned there isn't good representation of all races. We need to add fair representation of caucasian people since Oakland is 30% white. Joseph asked to add or replace one of the banners.</p>	
<p>10) Discussion: Check in Committees (OakFF meets weekly)</p>	<p>Shari asked if Mike had attended the First Friday committee meetings and Mike responded he has only attended one. Shari stated that they meet every Weds evening and the Safety committee hasn't started back up yet, however, the barbershop owner is interested in being a part of it.</p> <p>Shari stated we will update the Board meeting to September 27th. Joseph stated that everyone should study the information regarding the 403b. Shari stated that if anyone is interested they can be on a call during the day with the retirement planner. Joseph stated that we haven't done a plan in 15 years and it's time now that we should implement it.</p>	
<p>11) Meeting Adjourned</p>	<p>Meeting adjourned 7:28pm</p> <p>Next meeting Tuesday October 4, 2022 at 6:00 pm</p>	

