



**Executive Committee Meeting Minutes**  
**Date: December 7, 2021 from 6:00 pm to 7:00 pm**  
**Location: Zoom platform**

**Present:** Joseph Jung, Sonja Brooks, Alan Wilk, Mike Thaler  
**Absent:** None  
**Staff:** Shari Godinez, [Greg Harris](#), [Courtney Russell](#), Ramon Hall  
**Guest:** None

<u>Subject</u>	<u>Discussion</u>	<u>Action</u>
<b>1. Welcome and Establish Quorum</b>	Meeting began 6:00 pm Quorum established	
<b>2. Open Discussion / Announcements</b>	<b>Introduction:</b> <a href="#">Joseph Jung</a> <b>Shari-</b> Shari announced that the city of Oakland and Oakland First Fridays was recognized in the International Travel magazine as one of the top 8 places to visit in the world. She sent it out to the Board and staff.	
<b>3. Staff Report:</b> a) <b>Executive Director Updates - Shari Godinez</b>	<b>Shari Godinez-</b> Shari stated that Courtney completed the Budget Performance for September and October which shows we are slightly under budget for both months. Shari mentioned that she met with the retreat facilitator and her fee would be \$2000 for 20 hours of work. We also got some quotes for health care benefits and shared all of those documents with the Board. Shari attended the BID alliance meeting, She also mentioned the 2nd PPP loan was forgiven. Filed the 2020 tax returns for both State and Federal. The construction for the new Starbucks is scheduled to start in Jan 2022. Shari is also scheduled to meet with the DOT to talk about the construction schedule for the permanent bike lane as it would impact First Fridays. She mentioned we are working on the Dec KONO newsletter and drafts for OakFF banners. Shari stated that Ramon is installing holiday lights in the windows of at least 10 businesses. The December First Fridays was successful and had Santa there. The vaccination booth conducted 132 vaccines, more than double from last month. The Town Experience was set up again and was sponsored by the Kapor Center and sent us \$5000 for two months. Shari stated that we are still trying to find a council member that will sponsor our debris boxes for the event as Carol Fife only agreed to sponsor 2 months out of the full year. Shari also stated that the city of Oakland is providing zero funding starting in January for OakFF's. We've held successful vendor and volunteer meetings every month. We had 14 volunteers at the last event. Shari met the chief of the Department of Violence Prevention and he stated that they are coming out with some RFQ's this month and we can apply for a grant under Community Health. Received a \$5k grant from Square in exchange for promoting their small business program. We applied for an Operations funding grant with CAC	

	<p>but was denied. Working on the final grant report for Sutter Health. Streetplus has a vacancy and is having a hard time filling the position. Finalizing the tree cutting letter for the city and lastly needing the locations of the trees to be cut. Mike asked if the PPP loan is the reason why we are slightly under budget. Shari stated that isn't the reason and the loan proceeds were transferred to the First Friday budget. Shari stated that we have received other grants in addition to the PPP loan totalling approx \$200k in grant money. Mike asked then are those funds going to cover all the police costs and permits. Shari stated that she needs to review the current cost to put on the event due to increases in cost after Covid. Shari stated this retreat facilitator is being hired by KONO for the first time. Joseph and Sonya stated they would review her proposal and see if there was anything that needed to be added.</p> <p><b>b) Ramon Hall, Streetplus Supervisor</b></p> <p><b>Ramon-</b>Ramon stated that Streetplus is trying to fill a position and he has been conducting interviews. He stated there has been a large spike in graffiti as of late. He mentioned that they haven't been doing much pressure washing to avoid damaging the equipment due to construction being done in the area for the past month. Ramon also stated due to the drug van being towed away, things have improved greatly. There are 2 new businesses in the district, a tattoo parlor and a health clinic that assists the homeless with medical needs. Ramon said everything else has been going well in the district.</p> <p><b>c) Greg Harris, Festival Coordinator</b></p> <p><b>Greg-</b> Greg stated that we did really well on the last 2 events in Nov and Dec despite the cold which caused a little less attendance in Dec. He mentioned we secured a new port-a-potty company and things are going well with the advertisements that have been run over the last 2 months. There are plans to run more ads as well as for KONO. Santa was at First Fridays and he passed out candy canes to at least 200 people. Mike stated that we shouldn't have Jan First Fridays due to the weather and possible further reduction in attendance. Joseph asked if we have funding for police and fire for January and Shari stated that we don't as of right now. Joseph clarified that police and fire is \$10k so the total cost to put on First Fridays is close to \$40k and recommended we continue to pursue government funding and grants. Greg asked the board if they have any suggestions to help with funding or sponsors to let him know.</p>	
<p><b>4) Action Item:</b> <b>Approve Minutes from Nov 9, 2021</b></p>	<p>Sonja -Moved to approve minutes Mike T- 2nd to approve minutes No objections or abstentions Minutes approved.</p>	<p><b>Action:</b> <b>Minutes from Nov 9, 2021 approved</b></p>
<p><b>5) Action Item:</b> <b>Approve Financial Reports November 2021</b></p>	<p><b>Shari-</b> gave a quick review of the financial reports as follows: The balance of the KONO bank account at the end of Nov \$464,273.00 Gross profit: \$617,014.00 Total expenditures of \$498,970.00 Net operating \$118,043.00</p> <p>The balance of the First Friday bank account as of the end of Nov \$210,910. P&amp;L Jan thru Nov total income was \$201,296.00 Expenses \$120.436.00.</p>	<p><b>Action:</b> <b>Financials Report November 2021 approved</b></p>

	<p>Net operating income: \$80,860.00</p> <p>Mike asked why was the whole gift from the government (PPP funds) put into the First Fridays account rather than the KONO account?  Shari stated the reason was due to OakFF being impacted by Covid and the qualification for the loan was for covid relief and KONO was not directly impacted, however, First Fridays was 100% impacted by Covid. Mike stated that most of the salary paid is under KONO.  Sonya stated that the office was closed due to Covid and so the KONO budget and the company was impacted overall. Alan stated that the companies were separated by the accountant. And Shari stated that when the taxes are done it is considered all one budget. Joseph stated without the PPP First Fridays would be \$40,000 in the hole. Mike stated he's going on record that all the PPP loan proceeds should not have all gone to First Friday. Sonya stated she believes that the line item should go back to KONO since as a fiduciary it does support First Fridays. Shari stated that all of the First Friday money is still under the master account of KONO. Joseph stated that he doesn't see any issue with the way that it is. Sonya stated as long as we are not applying for any lending and have to provide financial projections that it won't look good. Shari stated that we are not applying for any lending.</p> <p>Alan-Moved to approve  Sonja-2nd to approve  1 objection by Mike T. No absentions  Financial Reports approved</p>	
<p><b>6) Discussion:  Review Employee Health Benefits options</b></p>	<p><b>Shari-</b> Shari stated she briefly reviewed the health benefit quotes and some deductibles were as high as \$7k per year each. There's many different plans to choose from that need to be reviewed. Sonja asked what would be the difference between the part time and full time employee cost. Courtney stated there was a breakdown of that and it's considering a full time employee. Sonya asked what the eligibility requirement is. Courtney stated that the quote is based on age and location. Mike stated that the question of medical coverage came up years ago with Shari's income. Shari stated that she has coverage through her husband's insurance. Sonya stated the board had come to a conclusion on whether to offer medical benefits a long time ago when this was brought up before and that we should try to go back to the recorded meeting that talked about this. Shari stated the board needs to review it and decide whether we can approve it through the budget. Joseph asked to clarify how many employees that need to be covered which are a total of 5 employees. Joseph suggests that we ask every employee what their current coverage is and what would be the plan if we provided coverage. Alan stated to break down what the total cost would be to present it to the board. Sonya stated if someone works over 30 hours that's when you would provide coverage but not required to provide coverage. Joseph stated we will take time to review the plans and revisit the option.</p>	

<b>7) Discussion:</b> <b>Move Jan Executive &amp; Board Meetings 1 week forward</b>	Shari requested that we push the Executive Committee meeting and Board meeting forward one week to Jan 11th and Jan 18th. All board members agreed.	
<b>8) Open Forum;</b>	<b>Joseph-</b> Joseph asked that we go over the Christmas dinner. And asked how many RSVP's we received which were only 10. Sonya stated probably due to Covid not a lot of people are still willing to come out. The menu was emailed to everyone and Joseph will pick the menu. Joseph stated that the Christmas dinner will substitute as the Board meeting. Agreed on menu choice of \$55 per person.	
<b><u>Next Executive Committee Meeting</u></b>	<b>Meeting adjourned 7:01 pm</b>  <b>Next meeting January 11, 2022 at 6:00 pm</b>	

Minutes by [Courtney Russell](#) and Edits by [Shari Godinez](#)