

Minutes from SFBC Board Meeting of August 30th, 2016

Attendance:

Present:

Brianne O'Leary Gagnon (President)
Lawrence Li (Treasurer)
Amandeep Jawa (Secretary)
Shirley Johnson
Mary Kay Chin
Lainie Motamedi
Lisa Fisher
Rocky Beach
Vanessa Christie
Paul Supawanich
Zack Stender
Jenn Fox
Andy Thornley

Staff:

Brian Wiedenmeier (ED)
Nancy Buffum

Guests:

Matt Biggar
John Beckman
Yogi Hendlin
Jiro Yamamoto
Abby Tinker
Adam Keats
Chris Jerdonek
Marie Jonas
Brad McManus
Lauren Sailor
Allen Toth

Absent:

Andy Toebben
Leah Shahum

Quorum: Yes

Meeting Time: 6:30pm - 9:15pm

Board President Report: Brianne

- Need confidentiality agreements
- Member comments may be limited due to length of agenda, but we will try

Finance: Lawrence & Brian

July:

- \$89K deficit in revenue
 - mostly due to Golden Wheel shortfall (ambitious major sponsor goal not met)
- \$13K less spending (staff vacancies)

Year:

- \$159K deficit off revenue goals
- \$50K savings (positions unfilled)

In the end we are \$50K off where we expected (we projected a ~50K deficit), while not horrible, we are unhappy & need to refocus on fundraising as a Board & an organization. Lots of understandable reasons (expensive year, staff transitions - no dev director), but we need to focus.

Brian has ideas on what to do to make up spending gap, to be covered in Fundraising

Fundraising: Rocky & Brian

- Fundraising rides on Friday mornings Sept 16th through end of Oct
- Annual Appeal is coming
- Winterfest Sponsorships
- Family Focused House Party (Brianne & Lisa) Sept 18th
- Rocky & Lawrence Homebrew & Chili Fundraiser - Mid Sept or early December

Executive Director Update & Program Report: Brian

- Program Report:

- Mayor Lee's Executive Directive (after the 6/22 fatalities, after our push) - final product is very close to what we asked! (90%)
 - near term improvements to the sites of the fatalities in the next 9 months
 - protected bike lanes will happen on on all new city road construction on all high injury corridors
 - There will be a status update October 8th at the Board of Supervisors.
- Masonic Ave
 - Construction has started after a 4 year effort from Geary to Stanyan
 - 18 months
- Protected Intersections
 - Division St (near old Dolby HQ)
 - Ground will be broken any day now
 - parking protection
 - islands
 - SF's first!
- New Binder Poll: Historic highs in the results - we are close on many metrics of the public opinion part of our Strategic Plan goals
 - 51% of respondents bike once a month - meets Strategic Plan Goal!
 - 17% bike frequently
 - 40% feel biking is safe (stuck below our goal of 60%)
- Hiring Update:
 - final interviews for Development Director tomorrow / offer next week

- contract Program Director is onboard, will begin hiring process for new Program Director shortly
- Upcoming events
 - Tour De Fat 9/17

Secretaries Report: 'Deep

- *Motion to approve July Minutes carried (Jenn moved / Brianne 2nded: unanimous)*
- Reported on board@emails

Audit: Paul

- Explained audit purpose to members present
- Auditor (Thomas Cook) has signed off on our financial process & documentation
- Findings: Improvements suggested (# of findings has decreased every year with current auditor - great job staff!)
- 2 "material weakness" found
 - Error in Account Receivables (double counted two large transactions)
 - Balance of temporary restricted assets (earmarked gifts) not specially denoted in accounting software
- 2 "other items"
 - Org should conduct audit of physical goods at end of calendar year
 - Recommend that we spread our assets over more banks so as to not be over the FDIC guaranteed limit (\$250K) in any one bank
- Staff response:
 - Re: Error in account receivables: Brian explained how double accounting occurred due to attempt to fulfill an audit suggestion in 2014/2015 & how process are now in place that would prevent this
 - Re: Temporary restricted assets: Brian explained how temporarily restricted assets (earmarked by the donor - like a 2 year grant) work. Auditor wants the schedule of temporarily restricted assets be moved from a separate spreadsheet into our main software - requires a software upgrade. Investigating upgrade
 - Re: Annual physical goods audit: Brian explained we simply missed our 2015 accounting & did it in early 2016. Won't happen again
 - Re: FDIC guarantee: Brian said our investigation of splitting our assets among banks and is not worth the effort vs. the risk of WF failing. Another investigation is being started to find a way to work with our bank to use various methods to move money to other institution but maintain our primary access through our bank.
 - Lawrence explained that Finance committee will be looking at these issues as well & will monitor these suggestions
- *Motion to accept 2015 Audit of SFBC Financial Statements carried (Andy moved / 'Deep 2nded: unanimous)*
- Auditor really appreciated working with Staff

Board Dev: Zack

- Board Elections Update:
 - Candidate Handbook & Elections process posted
 - lots of work
 - Board member followup interviews are coming

- Proposed Board Election Timeline
 - 11/4: Deadline to confirm intent to run & also to be a member to vote or be a candidate
 - 11/17: Voting will begin
 - 12/4: Voting will end
- *Motion to approve Proposed Board Election Timeline carried ('Deep moved / Lawrence 2nded: unanimous)*
- September 6th is the deadline for candidates to submit optional information to be shared with the membership & for Board recommendations
- Brian will improve handbook language to clarify the optional parts of the process
- Rank Choice Voting
 - Mary Kay proposed using Rank Choice Voting for Board Elections in 2017. The original motion was:
 - "The Board instructs staff to incorporate multi-winner Rank Choice Voting (RCV) as the voting method to be used for the 2017 Board of Directors' election. Staff's annual work plan for 2017 will include RCV implementation, barring any unforeseen reductions in staff capacity or organizational finances."
 - After further discussion, and an amendment by Jenn Fox, we arrived at the following resolution:
 - The Board Development Committee will take input received from this year's board election process, input from Strategic Planning process, and a review of staff, budget and bylaw implications, as they move towards refining the voting process with an eye towards implementing Rank Choice Voting for Board Elections in 2017.*
 - *Motion to approve Rank Choice Voting resolution carried (Mary Kay moved / Jenn Amended / 'Deep 2nded both: Unanimous)*

Strategic Planning: Shirley

- Bike Talks on August 16th (75 people in attendance) - great event - 75 people
- Strategic Planning Meeting on 9/20 from 7 to 9

Personnel: Jenn

- Hired an ED & Brian started
- Performance Review process for ED has been set up
 - Shared with director level staff
 - Staff feedback: very busy time for staff, down two directors as well
 - Working on performance metrics

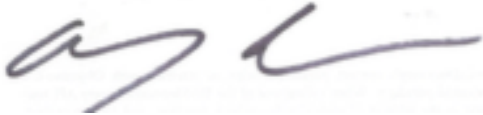
Public Comments

- Jiro Yamamoto: A little odd to hand responsibility for RCV for the Board Elections to Board Dev rather than Governance committee

Closed Sessions

- Board discussed endorsements for the November 2016 election in closed session
- *Board approved endorsements for the November 2016 election*

Signature of Board Secretary:

A handwritten signature in dark ink, appearing to be 'Amandeep Jawa', written over a faint horizontal line.

Amandeep Jawa