

SoMa West Community Benefit District

745 Clementina St, Unit B
San Francisco, CA 94103



SOMA WEST COMMUNITY BENEFIT DISTRICT NOTICE OF REGULAR MEETING and AGENDA

AUGUST 20, 2019, 6:00 P.M.
Saint Joseph's Art Society
1401 Howard Street
San Francisco, CA 94103

- I. Call to order and roll call
- II. General public comment
- III. Appointment of SWBD Board of Directors by Incorporator
- IV. Ratification of Incorporator's acts, including:
 - a. Filing of Articles of Incorporation
 - b. Applying for tax ID and city vendor numbers, and business registration
 - c. Authorize opening of bank account
 - d. All other acts
- V. Adoption of Bylaws
- VI. Election of Officers
- VII. Adoption of corporate policies:
 - a. Conflict of Interest Policy
 - b. Whistleblower Policy
 - c. Document Retention Policy
 - d. Brown Act/Open Meeting Policy (item includes Brown Act training)
 - e. Harassment Policy
 - f. Gift Policy
 - g. Drug-Free Workplace Policy
 - h. EEO Policy
 - i. Cash & Investment Policies
- VIII. Approval of additional corporate formalities
 - a. Designate fiscal year as ending 6/30
 - b. Designate location of corporate records
 - c. Authorize purchase of required insurance policies
 - d. Authorize officers to negotiate and execute City contract
 - e. Authorize additional filings with Secretary of State and Attorney General
 - f. Other necessary acts
- IX. Discuss and approve FY19-20 initial budget
- X. Authorize applications for tax-exempt status
- XI. Discussion and possible action to open bank account and open line of credit
- XII. Authorize and approve Executive Director job description and posting of position
- XIII. Discussion regarding City contractor ban
- XIV. Discussion and possible action on Board meeting schedule and items for future meetings
- XV. Possible appointment of Audit Committee, Nominating Committee, Executive Committee, Finance Committee, Services Committee, Public Realm Committee and Marketing Committee and approve chairs for Committees
- XVI. General public comment

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XVII. Adjournment

All SWCBD Executive Formation Committee meetings are open to the public. Attendees may address the Committee on items appearing on the agenda and may also address the Committee on items on or not on the agenda during the Public Comment periods, so long as the matters addressed fall within the scope of the Committee's authority. Each speaker shall have up to 3 minutes up to address the Committee. Agenda materials will be made available at the Committee meeting and in advance upon request to info@swcbd.org.