

## SoMa West Community Benefit District

745 Clementina St, Unit B  
San Francisco, CA 94103



### SOMA WEST COMMUNITY BENEFIT DISTRICT (SWCBD) EXECUTIVE COMMITTEE NOTICE OF REGULAR MEETING and AGENDA

October 29, 2019, 6:00 P.M.

LOCATION: Panoramic Residences Conference Room  
1321 Mission Street, San Francisco, CA 94103

*All SWCBD Executive 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 [camila@swcbd.org](mailto:camila@swcbd.org).*

- I. Call to order and introductions
- II. General public comment
- III. Updates and new business, including:
  - a. Executive Director update
  - b. Timeline through December
  - c. City contract update
  - d. Committees updates
  - e. 990 tax return (FYE 06/30/2019)
  - f. Other updates
- IV. Discussion and review of minutes from October 1, 2019 meeting and action to approve meeting minutes.
- V. Discussion and update regarding line of credit update (Bank of SF) and action to approve draw on line of credit.
- VI. Discussion and action to approve binding volunteer accident policy
- VII. Discussion and update from Office Search Committee.
- VIII. Discussion and review of HR/employment policies and action to approve initial set of HR policies.
- IX. Discussion and review of timeline and overview of RFP process for cleaning services.
- X. General public comment
- XI. Upcoming meetings and events
  - a. **Board meeting November 19, 2019 (rescheduled from November 12)**
- XII. Adjournment