

SoMa West Community Benefit District

745 Clementina St., Unit B
San Francisco, CA 94103



**SOMA WEST COMMUNITY BENEFIT DISTRICT (SWCBD)
BOARD OF DIRECTORS
NOTICE OF REGULAR MEETING and AGENDA**

November 19, 2019, 6:00 PM
Hoogasian Flowers
615 7th Street

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.

- 1. CALL TO ORDER, INTRODUCTIONS and WELCOME**
- 2. GENERAL PUBLIC COMMENT**
- 3. UPDATES SINCE LAST MEETING**
 - a. Office space search
 - b. Bigbelly OEWD grant
 - c. City contract update
 - d. ED equipment and resources
 - e. Treasurer's Report and line of credit
- 4. REVIEW and ACTION TO APPROVE PRIOR BOARD MINUTES of OCTOBER 15th, 2019**
- 5. DISCUSS NAME OF NEIGHBORHOOD and SWCBD**
- 6. REVIEW and DISCUSS ACCOUNTING/BOOKKEEPING**
 - a. Policies and procedures
 - b. Companies to consider
- 7. REVIEW and DISCUSS CLEANING AND MAINTENANCE OPTIONS and TIMELINES**
 - a. Background and discussion about contracted services vs in-house
 - b. Staffing plan and vision for Management team
 - c. Estimated timeline for services launch
 - d. Action to approve Direction for Cleaning and Maintenance Option by Executive Director and to report progress at December meeting
 - e. Review updated Timeline of next steps through 2019 and first 6 months of 2020
- 8. DISCUSS BROWN ACT**
- 9. REVIEW FUTURE DATES for BOD, EC, COMMITTEE MEETINGS**
- 10. GENERAL PUBLIC COMMENT**
- 11. ADJOURNMENT**