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**NOTICE of PUBLIC BOARD MEETING**  
**October 28, 2021**

On behalf of the BOARD OF DIRECTORS of CONARD HOUSE, INC. and its affiliated housing corporations, all California Non-Profit Corporations, interested members of the public are hereby notified of and invited to attend the semi-annual Public Board Meeting of the Board of Directors pursuant to San Francisco's Non-Profit Public Access Ordinance.

**NEXT MEETING DATE:** Thursday, October 28, 2021 from 6:00 pm to 7:00 pm.

**NEXT MEETING LOCATION:** Amidst ongoing COVID-19 concerns, and under directives from the San Francisco Department of Public Health regarding public gatherings, the October 28 Board Meeting will be held remotely, with all persons – Board members and the public – participating either by telephone or via internet video conferencing.

**Accessing the meeting on October 28 by telephone**

- Telephone participants are invited to call in at (669) 900-6833. Upon calling in, you'll receive a message saying "Welcome to Zoom. Please enter your meeting ID, following by pound." Respond by typing in the following digits and #: 893 0825 1835 #
- Next, you will hear "Please enter your participant ID, followed by pound. Otherwise, just press pound." Respond by simply pressing #.
- Upon entering the meeting, you'll be asked by a host if you are a Board member or a member of the public, and be placed in a waiting room until the meeting begins. If you wish to speak during the public comments section, you can register your intent at this time.

**Accessing the meeting on October 28 by internet video conference**

If you wish to participate via internet video conference and have Zoom video conferencing software on your computer, enter the following link to access the meeting:

<https://us06web.zoom.us/j/89308251835?pwd=ZEU4ZU1xa2F0RDBFSm9IV1pUZlc3UT09>

**Getting assistance prior to the October 28 meeting**

If you would like someone to send you the above link (either by email or text message), or would like assistance ensuring you can access the meeting, contact the Public Board Meeting helpline at:

(415) 285-7740, or  
[ConardHousePBM@gmail.com](mailto:ConardHousePBM@gmail.com)

By contacting the helpline prior to October 28, you may register your desire to participate in the public comment section of the meeting. You may also provide a summary of your thoughts or concerns for inclusion in the Board meeting minutes by contacting the helpline prior to October 28. Meeting facilitators will let people enter the meeting at 5:30 PM on October 28.

*MEETING PARTICIPANTS ARE ENCOURAGED TO SIGN IN EARLY AND AVOID THE LAST-MINUTE RUSH NEAR 6:00 PM.*

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For ADA Accommodations, please contact Dean Sanematsu at [dean@conard.org](mailto:dean@conard.org), 415-864-4002, ext. 202.

The all-volunteer Board of Directors is responsible for the governance, strategies, programs, operating policies and financial affairs of the organization and its housing affiliates. New Directors are elected by current Directors. All may serve two consecutive three-year terms. The Board's Officers - Chair, Vice-Chair, Secretary and Treasurer - are four current Directors. Officers are elected by the current Directors and serve renewable one-year terms.

The purpose of Public Board Meetings is to (1) transact routine business in public, and (2) provide a Public Comment period of 30 minutes for the public to address the Board on items of interest to the public related to current or future governance, operations or services of Conard House, Inc.

During Public Comment, the only role of the Board is to listen to all comments from the public. The Board may request a third-party Moderator to facilitate Public Comment, guide follow-up dialogues or mediate disputes.

Accordingly, the Board is changing its Public Board Meeting format on October 28, 2021, as follows:

- At the beginning of the meeting a Moderator will review the responsibilities of the Board, the purpose and format of the meeting and any follow-up dialog or mediation, and the ground rules for respectful communication during the meeting.
- Speakers during the public comment section of the meeting will be asked to register before speaking. You may register before October 28 by contacting the helpline (discussed on the previous page), or by registering on October 28 while waiting for the on-line meeting to begin. You will be asked to state the subject you wish to address and whether you are a new or returning speaker. Each speaker's name and subject will be noted in the Minutes.
- The Public Comment period is at the beginning of the meeting and each speaker has up to 2 minutes. The public comment can last up to 30 minutes and closes after each speaker had an opportunity to speak for up to 2 minutes. Speakers will not be allowed to yield their time to other speakers.
- The Moderator will prioritize speakers who have signed up in advance of the meeting, and new speakers over returning speakers.
- Speakers (and other attendees) are encouraged to summarize personal comments in writing in advance via the Board Meeting helpline for attachment to the Minutes. Verbal comments, while summarized during the meeting, will not be recorded or entered verbatim in the Minutes.
- Speakers (and other attendees) may request a private follow-up dialogue or no-cost mediation.

Notice Distribution:

SF Board of Supervisors, c/o Clerk

SF Main Library Government Information Center

SF Department of Public Health, c/o BHS Contract Monitor

SF Department of Homelessness and Supportive Housing c/o HSH

Contract Monitor SF Human Services Agency, c/o HSA Contract

SF Behavioral Health Commission c/o Executive Director

Notice Boards at all Conard House residential and service locations, c/o Program Directors Conard House, Inc.

Public Board Meeting List-Serve.

Contact [admin@conard.org](mailto:admin@conard.org) to be added or deleted.

Conard House website: [ConardHouse.org](http://ConardHouse.org).

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