



Jack London Improvement District Meeting of the Board of Directors
472 Water Street -- December 10th, 2018 --5:00PM

1. Call to order and introductions 5:00
2. Public Comment and Announcements 5:05
3. Executive Update 5:10
 - a. 5th and Broadway Vision Workshop Recap
 - b. Ambassador Update/ NCPC Update
 - c. PG&E Pipeline Project Business Impact Response Update
 - d. 2018 Special Projects- Staff Recap
 - Formal Wayfinding Signage, Auto-directional and Pedestrian
 - Expansion of Tactical Urbanism Wayfinding (Sidewalk Signage 4 Trails)
 - Broadway Median Improvement (Combined Seasonal Decorations, Building Art)
 - Quarterly Panel Talks
 - Special Events Promoting Local Businesses (4x/Year)
 - National Night Out Block Party
 - Waterfront Warehouse District Project
 - Embarcadero Safety Improvements/ Train Quiet Zone (Restricted non-assessment funds)

4. Financial Review and Report Approval 5:30
 - a. Financial Report: District Operations Budget vs Actual November 2018 *Action Item*
 - b. Financial Report: Balance Sheet November 2018 *Action Item*

5. Governance Update 5:40
 - a. Assessment Update 2019 – Property changes and developments *Discussion Item*
 - b. 2019 Budget Approval *Action Item*
 - c. Elections- Officers 2018-2019 (President, Secretary, and Treasurer) *Action Item*

6. Approval of Minutes 6:00
 - a. November 13th, 2018 *Action Item*

7. Adjourn- Next Meeting January 14th, 5:00 PM

[Jack London Improvement District – 333 Broadway, Oakland, CA 94607 – 510-388-4412](#)

BROWN ACT: Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. Jack London Improvement District agendas are posted with the City of Oakland. Action may not be taken on items not posted on the agenda. Copies of the agenda are available at 333 Broadway, Oakland, CA 94607 or through jacklondonoakland.org. Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, please notify info@jacklondonoakland.org at least 48 hours prior to the meeting. The public will be provided with an opportunity to address the board on any item during agenda item number 2.



A Howard Terminal Ballpark adjacent to Jack London Square

Executive Update, December 2018

Here are this month's highlights and projects going on in the District:

The A's have announced Howard Terminal as the home of a new Stadium to open 2023: It's hard to overstate the transformational potential in terms of improved infrastructure and vibrancy. We're advocating to leverage improvement to access and amenities in our District for all Oaklanders.

Fourth Street East is leasing 330

new homes, and we welcome new neighbors with Jack London Swag Bags + info on where to shop, eat, rent a kayak, get a great haircut, and more, in the District.

333 Broadway will host an Exploratorium Installation, "Mutual Air", an art and science project that will draw attention to air quality with a series of chimes installed throughout Oakland.



Jack London Welcome!

LavaMae Pilot. Continues on a weekly basis, Mondays from 9-2, [LavaMae](#), a mobile trailer providing critical hygiene services to the unhoused at Webster and 5th. Conditions at the encampment are unsafe. Hosting this service is a small step in the right direction to connect with services and improve hygiene and safety where people are living on the streets. The City is moving towards opening a Tuff Shed transitional shelter at 5th and Oak to serve these sites.



Participating in vision workshop

It was a packed house at our workshop on 5th and Broadway. As part of our work to improve Broadway's Gateway to the District, we took a close look at the county-owned blocks at 5th and Broadway. The workshop was well attended with a diverse range of participants of all ages. City Staff, Electeds, County of Alameda staff, and Bart Board were in attendance to the event facilitated by a professional design team led by Noah Friedman. Thanks Jack London Square for hosting.

District Event Highlights

- De-Escalation/Safety Training Tools for Merchants – 1/9/19 Email for info
- **Jack London Beat 1X NCPC Meeting** – 1/22/19 6:15PM, 333 Broadway (No Meeting December!)
- **Community Meeting, Estuary Park:** December 5th at 6:00PM, Jack London Aquatic Center

Development/ Construction Updates

- **4th and Madison**- by Carmel Partners- 330 Homes in two buildings on North & South sides of 4th Street, south building complete, North complete Q2 2019. JLS4thAndMadison@gmail.com
- **"Mirador"**-Austin Group, **201 Broadway**- 48 Homes 4,000sqft retail/ Paused Indefinitely
- **"Modera"**- Mill Creek , **377 2nd Street**- 134 Homes /Broke ground Q22017, complete Q2/3 2019.
- Rehabilitation at **322 Broadway** @ 4thunderway, by Christopher Porto, Smart Growth
- **4th and Alice** street sold to SunCal Hotel Developers
- **PG&E Pipeline Replacement** 3rd St underway-finished 10/18. Email rect@PGE.com
- **412 Madison** 157 homes, ground floor retail/Swenson+ Essex Property Trust. Application submitted

We invite you to participate in our meetings and [collaborative events](#) in the District.

-Savlan Hauser, Executive Director

JACK LONDON CLEAN AND SAFE

STATISTICS

NOVEMBER 2018 REPORT

AMBASSADOR DISPATCH PHONE

510 363 0989



49,750 lbs

of trash and debris removed from the Public Right-Of-Way

51

Illegal Dumping sites have been cleared.

31

Stickers, Posters, Flyers removed from City Fixtures.



9

Graffiti sites addressed

5

Blocks of Weed Abatement

1,349

Visitors greeted by an ambassador

78 persons safely escorted by an ambassador

35 motorists assisted by an ambassador

Jack London Improvement District
Budget vs. Actuals: Operating Budget 2018 - FY18 P&L
January 1 - November 30, 2018

	Total				Notes	Annual Budget	% Utilized YTD	Forecast EOY	% Variance to Budget
	Actual YTD	Budget YTD	Variance YTD	% of Budget YTD					
Revenue									
4000 Assessment Income									
4100 Port of Oakland Assessment	\$126,245	\$111,036	\$15,209	14%	Variance note on expected date of receipt. 90% of annual assessment received in first two disbursements	\$121,130	104%	\$126,245	104%
4200 Non Port Assessment Income	\$696,733	\$681,770	\$14,963	2%		\$743,749	94%	\$696,733	94%
Uncollected Caltrans Assessment	\$0	\$26,169	-\$26,169	-100%		\$28,548	0%	\$0	0%
4250 Prior Year Assessment Adjustments	\$18,361		\$18,361			\$0		\$18,361	
Total 4000 Assessment Income	\$841,339	\$792,806	\$48,534	6%		\$864,879	97%	\$841,339	97%
Uncategorized Revenue	\$5,000	\$4,583	-\$417	-9%	2017 Carry-forward	\$5,000	100%	\$5,000	100%
9100 Bank Interest	\$792	\$0	-\$792	-100%		\$0		\$792	
Total Revenue	\$846,339	\$797,389	\$48,950	6%		\$869,879	97%	\$847,131	97%
Expenditures									
7000 MBSSI Maintenance, Beautification, Safety & Streetscape									
7100 Ambassador Services	\$340,957	\$340,957	\$0	0%		\$371,953	92%	\$371,953	100%
7150 Ambassador Services-Port of Oakland	\$90,823	\$90,823	\$0	0%		\$99,080	92%	\$99,080	100%
7200 Services on Tidelands Trust Lands	\$22,050	\$20,213	-\$1,838	-9%	Paid in full November 30.	\$22,050	100%	\$22,050	100%
7400 Maintenance Operations	\$21,471	\$16,958	-\$4,513	-27%	Tree pruning expected 1/5 years	\$18,500	116%	\$23,013	124%
Total 7000 MBSSI Maintenance, Beautification, Safety & Streetscape	\$475,302	\$468,951	-\$6,350	-1%		\$511,583	93%	\$516,096	101%
7700 MED Marketing & Economic Development									
7710 District Management	\$75,090	\$84,406	\$9,316	11%		\$92,080	82%	\$82,763	90%
7750 Marketing Operations	\$1,744	\$7,333	\$5,589	76%		\$8,000	22%	\$3,731	47%
7800 Special Projects	\$16,420	\$22,978	\$6,558	29%	Payment from Carmel Partners to cover Waterfront Warehouse District Design Fee of \$30K received 6/1	\$25,067	66%	\$24,509	98%
Total 7700 MED Marketing & Economic Development	\$93,254	\$114,718	\$21,464	19%		\$125,147	75%	\$111,003	89%
8000 AGCR Administration & Government/Community Relations									
8010 District Management	\$81,760	\$84,406	\$2,647	3%		\$92,080	89%	\$89,433	97%
8050 Training & Professional Development	\$4,478	\$4,125	-\$353	-9%		\$4,500	100%	\$4,853	108%
8110 Accounting & Taxes	\$2,006	\$3,850	\$1,844	48%		\$4,200	48%	\$2,356	56%
8130 Computer Service & Support	\$198	\$458	\$260	57%		\$500	40%	\$240	48%
8150 Consulting & Legal Expenses	\$563	\$2,750	\$2,188	80%	Allowance not needed to date.	\$3,000	19%	\$813	27%
8200 Fees & Permits	\$425	\$458	\$33	7%		\$500	85%	\$467	93%
8410 Insurance (D&O)	\$600	\$619	\$19	3%	Premiums paid in 1/2018-- expecting reimbursement of ~\$500 in 1/19 due to payroll correction	\$675	89%	\$656	97%
8420 Insurance (General Liability & Auto)	\$3,225	\$3,071	-\$154	-5%		\$3,350	96%	\$3,504	105%
8425 Insurance (Workers Comp)	\$2,221	\$1,192	-\$1,029	-86%		\$1,300	171%	\$2,329	179%
8430 Membership Fees	\$1,282	\$1,192	-\$90	-8%	Includes SPUR, Chamber of Commerce	\$1,300	99%	\$1,390	107%
8450 Special Projects Board Development	\$2,101	\$2,933	\$833	28%	October Retreat Complete	\$3,200	66%	\$2,367	74%
8510 Office rent	\$37,500	\$34,375	-\$3,125	-9%	Prepaid one month in advance.	\$37,500	100%	\$40,625	108%
8520 Office Improvements	\$446	\$2,292	\$1,846	81%	Allowance not utilized to date.	\$2,500	18%	\$654	26%
8530 Office Furniture & Equipment	\$75	\$1,283	\$1,209	94%		\$1,400	5%	\$191	14%
8540 Postage, Shipping, Delivery	\$1,131	\$1,100	-\$31	-3%		\$1,200	94%	\$1,231	103%
8545 Local transportation	\$150	\$917	\$767	84%		\$1,000	15%	\$233	23%
8550 Printing & Copying	\$252	\$1,100	\$848	77%		\$1,200	21%	\$352	29%
8560 Supplies	\$1,558	\$1,833	\$275	15%		\$2,000	78%	\$1,725	86%
8570 Telephone & Telecommunications	\$878	\$2,365	\$1,487	63%		\$2,580	34%	\$1,093	42%
8580 Utilities	\$2,531	\$3,465	\$934	27%		\$3,780	67%	\$2,846	75%
Total 8000 AGCR Administration & Government/Community Relations	\$143,379	\$153,784	\$10,405	7%		\$167,765	85%	\$157,360	94%
8600 Collection Fees & Contingency									
8680 Contingency allowance for uncollected assessments	\$39,640	\$39,640	\$0	0%		\$43,244	92%	\$43,244	100%
8610 Collection Fees									
8630 Alameda County fees (1.7%)	\$11,242	\$13,478	\$2,236	17%		\$14,703	76%	\$11,242	76%
8640 City of Oakland fees (1% except Port)	\$7,080	\$6,818	-\$262	-4%		\$7,437	95%	\$7,080	95%
Total 8610 Collection Fees	\$18,321	\$20,295	\$1,974	10%		\$22,140	83%	\$18,321	83%
Total 8600 Collection Fees & Contingency	\$18,321	\$59,936	\$41,614	69%		\$65,384	28%	\$23,770	36%
Total Expenditures	\$730,256	\$757,749	\$27,493	4%		\$869,879		\$802,746	92%

Jack London Improvement District Statement of Financial Position

As of November 30, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
1100 Bridge Bank Operating Account	114,259.00
1105 Discretionary Spending at Bridge Bank	4,362.00
1106 Petty Cash Box	0.00
1110 Money Market at Bridge Bank	203,541.00
1115 PayPal Bank	0.00
Total Bank Accounts	\$ 322,162.00
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$ 0.00
Total Current Assets	\$ 322,162.00
Other Assets	
1315 Vendor Prepayment	0.00
1510 Security Deposits	2,000.00
Total Other Assets	\$ 2,000.00
TOTAL ASSETS	\$ 324,162.00
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	0.00
Total Accounts Payable	\$ 0.00
Total Current Liabilities	\$ 0.00
Total Liabilities	\$ 0.00
Equity	
3100 Unrestricted Net Assets	301,156.16
3300 Temporarily Restricted Net Assets	
3310 Steam Factory	4,000.00
3320 Train Quiet Zone	7,328.84
3330 Special Projects	11,677.00
Total 3300 Temporarily Restricted Net Assets	\$ 23,005.84
Net Revenue	
Total Equity	\$ 324,162.00
TOTAL LIABILITIES AND EQUITY	\$ 324,162.00

*See Expenditure by
Project Detail Sheet*

Friday, Nov 30, 2018 10:40:15 PM GMT-8 - Accrual Basis

Expenditure by Project Detail	PROJECT										
EXPENSE	Wayfinding Signage	Tactical Trails	Panel Talks	Business support and events	National Night Out	Waterfront Warehouse District	Broadway Median Improvement	Building Art (merged w/B'way)	Seasonal Decorations (merged w/B'way)	A's Ballpark Task Force	Train Quiet Zone
TOTAL	\$15,102	\$707	\$4,594	\$99	\$863	\$30,115	-	-	-	-	-
BUDGET	\$17,374	\$3,000	\$6,000	\$2,000	\$500	\$30,000	\$8,000	\$-	\$-	\$-	\$7,328
REMAINING	\$2,272	\$2,293	\$1,406	\$1,901	-\$363	-\$115	\$8,000				\$7,328
RESTRICT REMAINING?	YES	NO	YES	NO	NO	NO	YES				YES
TOTAL COMMITTED (RESTRICTED FUNDS)	\$11,678										
NOTES	Project complete after 12/18 installation, maintenance going forward	Project complete, maintenance going forward	Project complete after 1/9 Event	2018 Project complete	2018 Project complete	2018 Project complete	Projrvt underway with probono design team	\$4500 from Building Art and \$2000 from seasonal decoration allocated to Broadway Median Improvement		Task force no financial allocation	Crowdsourced committed funds

**Jack London Improvement District
Budget Overview: Operating Budget 2019**

	Forecast 2018	2019	
Revenue			
4000 Assessment Income			
4100 Port of Oakland Assessment	\$126,245	\$174,753	255 2nd Street Add'l Assessment
4200 Non Port Assessment Income	\$715,094	\$826,632	
Total 4000 Assessment Income	\$841,339	\$1,001,385	
Prior Year Carry Forward	\$5,000		
9100 Bank Interest	\$792		
Total Revenue	\$847,131	\$1,001,385	
Expenditures			
7000 MBSSI Maintenance, Beautification, Safety & Streetscape			
7100 Ambassador Services	\$371,953	\$363,345	BBBContract
7150 Ambassador Services-Port of Oakland	\$99,080	\$151,600	All Port Funds to Ambassador Svcs
7200 Services on Tidelands Trust Lands	\$22,050	\$23,153	Port Reimbursement increases 5%.
7400 Maintenance Operations	\$23,013	\$30,000	Storage rental, landscaping, incidentals
Total 7000 MBSSI Maintenance, Beautification, Safety & Streetscape	\$516,096	\$568,098	outside BBB Contract
7700 MED Marketing & Economic Development			
7710 District Management	\$91,040	\$101,065	Salaries including burden.
7750 Marketing Operations	\$3,731	\$6,000	Web hosting, maintenance of existing projects
7800 Special Projects	\$24,509	\$50,000	19BU includes placeholder funds for projects to be approved 1/19
Total 7700 MED Marketing & Economic Development	\$119,280	\$157,065	
8000 AGCR Administration & Government/Community Relations			
8010 District Management	\$91,040	\$101,065	General and administrative costs associated with JL office are based on 2018 actuals with moderate COL or contractual lease increase w exception of Insurance, Improvements and FF&E due to timing of maint. and repairs.
8050 Training & Professional Development	\$4,853	\$5,000	
8110 Accounting & Taxes	\$2,356	\$2,709	
8130 Computer Service & Support	\$239	\$500	
8150 Consulting & Legal Expenses	\$812	\$2,000	
8200 Fees & Permits	\$467	\$500	
8410 Insurance (D&O)	\$656	\$800	
8420 Insurance (General Liability & Auto)	\$3,504	\$3,800	
8425 Insurance (Workers Comp)	\$2,329	\$2,750	
8430 Membership Fees	\$1,390	\$1,400	
8450 Special Projects/Board Development	\$2,367	\$3,800	
8510 Office Rent	\$40,625	\$46,719	
8520 Office Improvements	\$654	\$2,500	
8530 Office Furniture & Equipment	\$191	\$1,200	
8540 Postage, Shipping, Delivery	\$1,230	\$1,400	
8545 Local transportation	\$233	\$500	
8550 Printing & Copying	\$351	\$500	
8560 Supplies	\$1,725	\$2,000	
8570 Telephone & Telecommunications	\$1,093	\$2,580	
8580 Utilities	\$2,846	\$2,850	
Total 8000 AGCR Administration & Government/Community Relations	\$158,961	\$184,573	
8600 Collection Fees & Contingency			
8680 Contingency allowance for uncollected assessments (5%)	\$43,244	\$50,069	
8610 Collection Fees			
8630 Alameda County fees (1.7%)	\$14,703	\$17,024	
8640 City of Oakland fees (1% except Port)	\$7,437	\$8,266	
Total 8610 Collection Fees	\$22,140	\$25,290	
Total 8600 Collection Fees & Contingency	\$65,384	\$75,359	
Total Expenditures	\$881,861	\$1,010,385	
Gross Difference Revenue Less Expenditures	-	-\$9,000	
Compound Carry-forward (Forecast)		\$134,000	Total assets less committed funds
Net Difference (Forecast)		\$125,000	
Reserve - Subject to Board Approval*		\$125,000	

Percentage Allocation by area of Work	Management Plan Guidelines	
Maintenance & Beautification	57%	55%
Marketing & Economic Development	16%	18%
Administration & Government	18%	19%
Contingency & Collection	8%	8%
<i>Budget Management. The management corporation may reallocate funding within the service categories, not to exceed 10 percent of the annual budgeted amount for each category consistent with the Management District Plan.</i>		

*Assume \$250,000 Total = 3 Month Reserve over two years=\$125,000/year

**Jack London Improvement District - Meeting of the Board of Directors
November 13th, 2018 – 5:00 p.m., 472 Water Street**

Present: Erin Coburn, Paul Thyssen (Secretary), Sam Nassif, Mark Everton (President), Sara May, Jennifer Koidal (Treasurer), Peter Gertler, Chris Pastena, Saied Karamooz

Absent: Vivian Kahn

Staff: Savlan Hauser, Kaylee Hudson

Guests: Carina Wittler, Chris Wittler, Jennifer Newman, Taj Tashombe, Greg Pasquali, Aram Cretam, Patrick Taylor

Discussions held and decisions made by the Board of Directors

<i>SUBJECT</i>	<i>DISCUSSION</i>	<i>ACTION?</i>
1. Call to order & introductions	The meeting was called to order at 5:02 p.m.	
2. Public comment and announcements	Peter Gertler provided the Board with an update on the Train Quiet Zone project. Amtrak has shown more interest in a TQZ in Jack London. With changes to traffic circulation on Embarcadero and pedestrian safety improvements, trains will be able to run faster, safer and quieter through Jack London. Changes to traffic circulation include right turns only onto Embarcadero without affecting vehicle access to Jack London Square.	
3. Executive Update a. Advocacy for assistance to businesses impacted as a result of the PG&E Pipeline Replacement b. LavaMae pilot at Webster encampment, hygiene and hospitality for the homeless c. Ambassador update d. 2018 International Downtown Association Conference attendance – Staff recap	Savlan presented the Executive Update to the Board with an accompanying slideshow. See agenda packet for executive update, current staff work and ambassador statistics. a. Savlan updated the Board on actions taken in regards to PG&E project impacts to local businesses. The Board supports sending an official letter to the City of Oakland (letter is attached in agenda packet). Savlan reported back on staff research that small claims court may be an effective course of action for small businesses. Sara suggested reporting the events to the public utilities commission. Mark commented that communication should be improved in the future. Chris noted that small businesses do not have the time for the small claims court. Patrick Taylor (DOT) noted that these kinds of projects are necessary but uncomfortable for the surrounding area, noted he is working on a report and has encouraged PG&E to come to the Board meeting, and noted it is challenging for the City to have authority over the utility company. Chris: honest communication is needed. Saied suggested PG&E representatives should provide a report to the Board. Mark suggested another update from staff and allowance for continued discussion at December Board meeting. b. LavaMae will be offering showers and hygiene services to the unhoused at 5 th and Webster, as a pilot program starting 11/12 to address unsanitary conditions c. Ambassador performance statistics included in packet. d. Staff reported back on IDA conference attendance and what they learned at relevant and applicable sessions.	
4. Governance Update a. Elections – Board of Directors 2018-2020 6 individuals are candidates	Saied Karamooz announced that he will not be renewing Board membership after serving on the Board since 2015 and holding all three officer positions. Candidate bios, affiliation, and term sought can be found in the agenda packet. Voting procedure was	Election results: Each candidate received one or more votes

<p>for Board Membership: Jenni Koidal, Sam Nasif, Peter Gertler, Erin Coburn, Taj Tashombe and Greg Pasquali. The Board of Directors is the governing body of the Jack London Improvement District. Eligible candidates represent a property or a business in the District, and are encouraged to have participated in District projects and programs. All Board members may vote. Each candidate will be offered 1 minute to introduce themselves and their interest in Board membership. Voting Board members are given a ballot (in agenda packet) with the names of the candidates to distribute as many of their votes to candidates as there are vacant seats in a secret ballot. There are 6 vacant seats. After ballots are collected, a member of the public, or Staff if none is present will count the votes. In case of a tie, voting Board members will vote in a runoff to determine the final member.</p> <p>Action Item</p>	<p>clarified that each active and present Board member can allocate 6 votes among the candidate with the ability to give more than one vote to a candidate. Ballots were given to each voting Board member and candidates gave their introductions. Jennifer Newman, a member of the public, collected the ballots and tallied the votes.</p>	<p>from voting Board members officially electing all candidates to Board positions. Taj Tashombe and Greg Pasquali are elected as new members of the Board of Directors, and Jenni Koidal, Sam Nassif and Peter Gertler are elected to continue to serve on the Board for a third term.</p>
<p>5. IKE Interactive Kiosks</p> <p>a. Motion to direct staff to negotiate partnership agreement with IKE to bring to December Board Meeting and select locations for kiosks in Jack London, reject participation with IKE, or defer decision to participate until after IKE Kiosks are installed in Downtown Berkeley.</p> <p>Action Item</p>	<p>The Board discussed which option in the motion was best for the organization. Sam: What is the chamber’s position? Sara: IKE hasn’t come to a Board meeting. Chris: Why have no other BIDs approved IKE installation? Mark: It is easier to negotiate terms with the City of Oakland through one entity, so that is the Chamber’s position and role. Savlan: the revenue is projected to be \$12 million over 20 years which boils down to 30K-40K per kiosk per year. Sam: what is the timeline? Erin: if there aren’t overwhelming positives then why waste time and resources on it? Saied: we should collaborate with Uptown Downtown to explore other alternatives. Savlan: we have been discussing IKE at every BID meeting and IKE representatives have come to a few meetings. Mark: let’s see what happens with Berkeley. Jenni: I support waiting to see how pilot works in Berkeley. Savlan: suggested amendment to keep collaborating with BID Alliance.</p>	<p>Sara motioned for the Board to defer decision to participate until after IKE Kiosks are installed in Downtown Berkeley and continue collaboration with other Oakland BIDs. Chris Seconded. The motion passed</p>

		unanimously.
6. Facilitated Board Workshop Recap - Communications	The Board discussed a brief recap of the October Board retreat. An updated one page organization brief is included in the agenda packet with Board member comments from the retreat integrated into the document.	
7. Financial Review	The Board reviewed the Budget v. Actuals report for Q3. Jenni Koidal: expenses are following schedule as planned and the organization expects to stay well within budget.	
8. Approve Meeting Minutes – September 10th, 2018 – Action Item	The Board reviewed last month’s meeting minutes.	Paul moved to approve September meeting minutes. Sara seconded. The motion passed unanimously.
9. Adjourn	The meeting was adjourned at 6:16 pm. Next Board meeting will be held Monday, October 10 th , 2018.	

	Tim	Sara	Erin	Sam	Vivian	Mark	Paul	Saied	Peter	Jenni	Chris
January	x	x	x	x	x	x	x	x	x	-	x
February	-	-	x	x	-	x	x	x	-	x	x
March	x	x	x	x	x	x	x	-	x	x	x
April	x	x	x	x	-	-	-	x	x	x	x
May	(Phone)	x	x	x	x	x	x	x	x	x	x
June	(Phone)	x	x	-	x	x	x	x	-	x	x
July	-	x	x	x	x	x	x	-	x	x	x
August	x	x	x	x	-	x	x	x	x	x	-
September	x	x	x	x	x	x	x	-	-	x	x
October (Retreat)	Retired	x	-	x	x	x	x	-	-	x	x
November	-	x	x	x	-	x	x	x	x	x	x
December	-							Retired			

2018 Board Attendance Record