

# DOWNTOWN SF

## PARTNERSHIP

### BOARD OF DIRECTORS MEETING AGENDA

January 23, 2024, at 2:00 pm – 3:30 pm

**Location:** Russ Building, 235 Montgomery Street, 7<sup>th</sup> Floor Conference Room

**Board of Directors:** Bill Whitfield (President), Glenn Good (Vice President), Kristie Arevalo (Secretary), Chris Trotier (Treasurer), Christine Mann (Immediate Past President), Cassandra Costello, John Dunlap, Michelle Funkhouser, Alex Kaplan, Peter Quartaroli, Alexander Quinn, Diana Rosenblatt, Peter Scott, Michael Velzo, Kristian Weeks

**Staff:** Robbie Silver (Executive Director), Claude Imbault (Deputy Director), Melissa Buckminster (Director of MarCom), De'Ante Bernstine (Director of Operations), Hannah Kiburz (Administration Manager), Denise Barnhart (Events & Manager), Lilian Mar (Digital Marketing Specialist),

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**Our Mission:** We lead the way in building a thriving downtown where business gets done, people feel welcome, come to explore, and make memories.

**Our Vision:** Downtown San Francisco is The City's economic powerhouse and historic core, continually redefining what makes our city vibrant, resilient, and welcoming.

**Our Values:** Collaborative, Entrepreneurial, Impactful, Celebratory

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### AGENDA

#### Opening Items – 10 min (2:00 – 2:10 pm) – Bill Whitfield

1. Call to order and roll call/introductions
2. **Public Comment:** Any member of the public may address the Board concerning any item not on the Board's agenda.
3. Approval of Minutes
  - a. **Motion:** To approve the November 7, 2023, Board meeting minutes.

#### Committee Reports & Discussions– 80 min (2:10 pm – 3:30 pm)

4. Finance Committee – 25 min (2:10 – 2:35 pm) – Chris Trotier
  - a. **Presentation:** November & December 2023 Budget Summary (10 min)
    - i. **Motion:** To approve the November & December 2023 Financial Statements.
  - b. **Presentation:** FY 24 Budget Reforecast – Robbie Silver (10 min)
    - i. **Motion:** To approve the FY 24 Budget Reforecast as recommended by the Finance Committee.

- c. **Consent Calendar:** consists of routine items, or that the Board has discussed previously and do not require further discussion. Unless any item is specifically removed by any member of the Board of Directors, the Consent Calendar will be adopted by one motion. The Board of Directors will take public comment on all items on the Consent Calendar when it is called. (5 min)
  - i. **Motion:** *To approve the following consent calendar as presented:*
    - 1. To renew DSFP's contract with Berlin Rosen for PR Services as a one-year extension in the amount of \$11,500 per month
- 5. Discussion: Clean & Safe Operations – 15 min (2:35 – 2:50 pm) Robbie, Claude, De'Ante
  - a. **Motion:** *To approve the release of a new Cleaning, Safety, and Outreach RFP.*
- 6. Executive Director's Report – 10 min (2:50 – 3:00 pm) – Robbie Silver
  - a. **Presentation:** Update on Embarcadero CBD
- 7. Staff Report – 10 min (3:00 pm – 3:10 pm) – Melissa Buckminster
  - a. **Presentation:** Let's Glow SF 2023

### **Closing – 3:30 pm**

- 8. The next Board of Directors meeting is scheduled for March 26, 2024, at 2:00 pm in the Russ Building's 7th Floor Conference Room.
- 9. Adjournment
  - a. **Motion:** *To adjourn the Board meeting.*

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*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 and at least 24 hours prior to a special meeting. No permanent location for meetings has been set at this time. Action may not be taken on items not identified as such and posted on the agenda. Public comments will be taken on each action item on the agenda. If you have a disability and require special assistance to participate in the meeting, please call (415) 634-2251 or email Robbie Silver at [rsilver@downtownsf.org](mailto:rsilver@downtownsf.org) at least 24 hours prior to the meeting.*

