

MEETING MINUTES

Yerba Buena Community Benefit District Board Meeting/Annual Meeting

Tuesday, January 18, 2022

4:00pm – 5:40pm

Via Zoom Videoconference



Attending: David Allison, John Carrillo, Chriselda Chew, William Clements, Michelle Delaney, Jennifer De Palm, Paul Frentsos, Jeremiah Gregory, James Gordon, Rachel Gordon, Katharine Greenbaum, Andrew Hennis, Kerry King, Lawrence Li, John Noguchi, Jason Phillips, Scott Rowitz, Mike Seder, Adine Varah, Monetta White

Not Attending: Clif Clark, Anita Engles, Lisa Kirvin, Tom Maguire, Frank Miskus, Kerry O’Toole, Tara Patanian, Richard Rendon, Micah Tell

Staff: Constance Cavallas, Richard Ciccarone, Sophia Cross, Cathy Maupin

Public: Peter Bartelme, Lisa Elliott, Jill Linwood, Katherine Lucchese, Jonathan Moscone, Bob Sauter, Judith Propp, Nicole Rogers

OPEN SESSION

4:00pm

A. CALL TO ORDER AND REVIEW OF PUBLIC COMMENT GUIDELINES

Scott Rowitz called the meeting to order and reviewed the public comment guidelines.

B. INTRODUCTIONS

Cathy Maupin introduced the Board, staff, and members of the public as well as the new Board candidates up for election.

C. GUEST SPEAKER – FOCUS ON RECOVERY OF THE HOSPITALITY INDUSTRY

Nicole Rogers, Director of Convention Sales, San Francisco Travel

Scott Rowitz introduced Nicole Rogers, Executive Vice President and Chief Sales Officer for San Francisco Travel, as the guest speaker for this year’s Annual Meeting.

Nicole presented an overview of efforts by San Francisco Travel and other City agencies towards hospitality industry recovery from the impact of COVID-19. Among the challenges facing the hospitality industry’s recovery is a marked decline in both domestic and international travel. The situation is expected to gradually improve, with overall visitation to the City forecast to reach 21.9 million in 2022. Total visitation and visitor spending are anticipated to return to pre-pandemic levels by 2024-2025.

Nicole shared an update on scheduled conventions, as well as convention cancellations, for 2022. Thirty-three (33) conventions are scheduled for 2022. As a point of comparison, the City hosted forty-nine (49) conventions in 2019.

The board had a rich discussion with Nicole on how we might be able to support the hospitality industry recovery efforts in the coming year.

There was no public comment on this item.

D. APPROVAL OF MINUTES

The motion to approve the November meeting minutes passed unanimously. MSC: Noguchi/Clements.

There was no public comment on this item.

E. CHAIR/EXECUTIVE COMMITTEE REPORT

E-1 REPORT on conflicts of interest.

There were no conflicts of interest to report.

There was no public comment on this item.

E-2 REPORT on actions taken by the Executive Committee.

Scott Rowitz reported that the Executive Committee took the following actions since the November board meeting:

- Approved a resolution confirming the continuation of virtual meetings
- Approved the 2021 Yerba Buena Community Excellence Award recipients
- Approved authorizing staff and legal counsel to negotiate terms with EXAR Studios for public space activations, primarily a self-guided public art walking tour
- Approved seven (7) Community Benefit Fund grants totaling \$57,500
- Approved a structure for the Executive Search Committee

There was no public comment on this item.

E-3 DISCUSS/APPROVE Resolution No. 011 confirming the continuation of virtual meetings for the next 30 days as meeting in-person presents an imminent risk to the health and safety of attendees.

The motion to approve Resolution No. 011 confirming the continuation of virtual meetings for the next 30 days, as meeting in-person presents an imminent risk to the health and safety of attendees, passed unanimously. MSC: Noguchi/King.

There was no public comment on this item.

E-4 DISCUSS/APPROVE Resolution No. 012 approving a change in Section 4.4 of the Bylaws to suspend term limits for Directors for a one-year period from January 19, 2022 to January 17, 2023.

Lawrence Li stated recused himself for this discussion.

The motion to approve Resolution No. 005 approving a change in Section 4.4 of the Bylaws to suspend term limits for Directors for a one-year period from January 19, 2021 to January 18, 2022, passed unanimously. MSC: Allison/White.

There was no public comment on this item.

E-5 RECEIVE UPDATE on the executive search process. DISCUSS/APPROVE the Executive Search Committee structure and membership.

Cathy Maupin reported that the Executive Committee developed a structure and proposed membership for the Executive Search Committee, which will be tasked with conducting the search for a new Executive Director. Key components of the Executive Search Committee structure include:

- Advisory committee, unable to make decisions but can make recommendations to the Board and to the Executive Committee
- Ad hoc committee that will function until a new director is hired
- Committee chair and committee membership will be approved by the full Board
- Goal of the committee is to recommend a new Executive Director to the YCBCD Board of Directors for approval with a target start date of June 2022
- Five (5) to seven (7) members, including both current and past YCBCD board members
- One (1) YCBCD staff member, who will offer the staff perspective but be non-voting
- Will reflect less than a quorum of the current YCBCD Board or any current committee, so as not to be subject to the Brown Act

Cathy reported the Executive Search Committee's responsibilities will include interviewing and recommending a search firm. Once a search firm is selected, the committee will work with the firm to write a position announcement, determine qualifications, recruit for the position, and participate in the interview process. Following the interview process, the committee will recommend finalists to the YCBCD Board of Directors for final selection and approval.

The proposed Executive Search Committee membership, all of whom are current or former YCBCD board members include Michelle Delaney/111 Minna Gallery; Matt Field/TMG Partners; Dan Goldes/Goldes & Hart Facilitation; James Gordon/St. Regis Hotel & Residences; Kerry King/Contemporary Jewish Museum; Candace Sue/formerly with SFMTA; and Lawrence Li/SPUR. Constance Cavallas will serve as the staff representative.

The motion to approve the Executive Search Committee structure and membership passed unanimously. MSC: Gordon, R./Gordon, J.

Cathy added that three (3) search firms have been contacted and one (1) has expressed interest. The Executive Search Committee will convene to interview search firms in the coming weeks.

There was no public comment on this item.

E-6 RECOGNIZE outgoing officers, committee chairs, and directors.

Commendations were awarded to outgoing committee chairs and directors to thank them for their service to the organization. Those recognized included:

- David Allison, Outgoing Chair of the Community Benefit Fund and Small Business Support committees and outgoing board member
- Michelle Delaney, Outgoing Chair of the Marketing Committee and outgoing board member
- Lisa Kirvin, Outgoing Chair of the Streets & Public Space Committee
- Frank Miskus/Brookfield Office Properties – Outgoing board member
- Kerry King/Contemporary Jewish Museum – Outgoing board member
- Kerry O'Toole/Hearst Corporation – Outgoing board member
- Tara Patanian/Resident – Outgoing board member
- John Noguchi/Moscone Center - Retirement

The organization offered a special tribute to John Noguchi for his involvement and support of the organization since its foundation. Richard Ciccarone played a tribute video to honor John.

There was no public comment on this item.

F. BOARD DIRECTORS, COMMITTEE CHAIRS, AND OFFICERS ELECTION

F-1 PRESENT/APPROVE the 2022 slate of board officers, committee chairs, and directors.

Scott Rowitz presented the proposed slate of officers, committee chairs, and directors for 2022. The Nominating Committee met numerous times over the past few months to interview and select candidates for board membership.

The Nominating Committee recommends:

Officers (one-year terms)

Chair – Lisa Kirvin/Renaissance Entrepreneurship Center

Vice Chair – James Gordon/St. Regis Hotel & Residents

Escritoire/Treasurer – Scott Rowitz/Yerba Buena Gardens Conservancy

Committee Chairs (one-year terms)

Audit Committee – William Clements/Resident

Finance Committee – Scott Rowitz/Yerba Buena Gardens Conservancy

Marketing Committee – Rachel Gordon/San Francisco Department of Public Works

Services Committee – James Gordon/St. Regis Hotel & Residents and Katharine

Greenbaum/Children’s Creativity Museum

Streets & Public Space Committee – Lawrence Li/SPUR and Tom Maguire/SFMTA

Directors (three-year terms; can serve a maximum of two terms)

At-Large/Owner – Palace Hotel/Clif Clark (extended one-year term)

At-Large/Tenant – South of Market Child Care/Jennifer De Palm (first term)

Commercial/At-Large – Jones Lang LaSalle-Metreon/Jeremiah Gregory (first term)

Commercial/Office Building – Kilroy Realty/Andrew Hennis (first term)

Commercial/Restaurant – Block Party Productions/Chriselda Chew (first term)

Commercial/Service Business – Patelco Credit Union/Jason Phillips (second term)

Community Organization – SPUR/Lawrence Li (extended one year term)

Community Organization – Yerba Buena Gardens Conservancy/Scott Rowitz (second term)

Government/Education – Moscone Center/Mike Seder (perpetual term)

Nonprofit Arts – American Bookbinders Museum/Anita Engles (first term)

Nonprofit Arts – Children’s Creativity Museum/Katharine Greenbaum (second term)

The motion for approval of the 2022 slate as presented passed unanimously. MSC: Frentsos/Allison.

There was no public comment on this item.

F-2 RECEIVE UPDATE on open board seats.

Scott Rowitz announced that the Board has four (4) open seats: two (2) Resident/Tenant seats and two (2) Commercial/Retail seats. The Nominating Committee will continue searching for candidates to fill the open seats this year. If candidates are found, they will be presented for approval at a future board meeting.

There was no public comment on this item.

G. HIGHLIGHTS/ACCOMPLISHMENTS OF 2021

G-1 REPORT of highlights and accomplishments of 2021 and preliminary plans for 2022.

Scott Rowitz introduced a video montage of the YCBCD’s 2021 accomplishments and preliminary plans for 2022.

There was no public comment on this item.

H. EXECUTIVE DIRECTOR REPORT

H-1 RECEIVE UPDATE on YCBCD and neighborhood news.

Cathy Maupin made the following announcements:

- City redistricting efforts are underway. District 6 meetings are scheduled for March 19th and April 6th.
- SFPD Chief Bill Scott will hold a virtual public safety meeting on Monday, January 24th at 5:30pm. A flyer for the event was shared in the Zoom meeting chat.
- Upcoming convention schedule -
 - January 20th – 22nd: American Society of Clinical Oncology (1,400 expected)
 - January 22nd – 27th: SPIE/Photonics West (15,000 expected)
- BART canopy construction has started at the New Montgomery station

There was no public comment on this item.

H-2 RECEIVE UPDATE on Brown Act Training & Board Orientation.

Cathy Maupin announced that the Board Orientation and Brown Act Training will be scheduled in February or March. All new board members and board alternates are required to attend.

H-3 RECEIVE UPDATE on April Board Meeting items.

The next board meeting is scheduled for Tuesday, April 12th from 4:00 – 6:00pm. Anticipated agenda items include an update from the Executive Search Committee, as well as updates from all other committees.

There was no public comment on this item.

I. ANNOUNCEMENTS AND REQUEST FOR INFORMATION

Rachel Gordon announced that the SF Department of Public Works will be split to create a new Department of Sanitation in October 2022. She also announced the opening of the Linkage Center at UN Plaza to connect those in need with services.

J. GENERAL PUBLIC COMMENT ON ITEMS NOT ON AGENDA

There was no general public comment.

K. ADJOURN

Scott Rowitz adjourned the meeting at 5:40pm.