

YERBA BUENA GARDENS
CONSERVANCY

The Yerba Buena Gardens Conservancy
Meeting of the Board of Directors
Wednesday, November 13 2019, 12:00 – 1:30pm

Location: Children’s Creativity Museum Theater

Board in Attendance: Cathy Maupin, Ken Bukowski, Tom DeCaigny, Carol Tang, John Elberling, Aaron Grizzell, Ann Van Degna, Andrico Penick,

Executive Director: Scott Rowitz

Absent and Excused: Deborah Cullinan, Lynn Farzaroli, Sean Jeffries, David McKenzie, Helen Sause, Nadia Sesay,

Public in Attendance: Greg Caligari, Linda Lucero, Steve Cho, Christina Ibara, Mary McCue, Tarik Boukhari

AGENDA

A. CALL TO ORDER

Cathy Maupin called the meeting to order at 12:10 pm.

B. GENERAL PUBLIC COMMENT

None

C. ANNOUNCEMENTS AND REQUESTS FOR INFORMATION AND FUTURE AGENDA ITEMS

Carol Tang updated the Board on the Carousel Holiday Lighting Ceremony scheduled for the Saturday after Thanksgiving.

D. APPROVE MINUTES from the September 11, 2019 Board of Directors meeting

The September 11, 2019 minutes were approved as submitted. MSC: Penick/Grizzell

E. DISCUSS/APPROVE nomination of Joaquin Torres as a City representative on the Board of Directors

The Board unanimously approved the nomination of Joaquin Torres as a City representative on the Board of Directors. MSC: Grizzell/DeCaigny

F. RECEIVE UPDATE on Garden Operations

Scott gave the board an update on Garden Operations and capital projects. Update included information on the committee and committee structure, update on September launch event, capital projects, Carousel Café lease and upcoming lease and agreement renewals.

G. RECEIVE UPDATE from Finance committee

Ken Bukowski updated the board on finance committee activities and topics discussed at recent finance committee meetings including:

- Committee reviewed and revised YTD financial reports for the committee and the board.
 - Committee approved committee membership.
 - Discussed investment and reserve strategies
 - Approved setting up a 403b with Vanguard/Newport
 - Discussed MJM billing packets, water billing and event billing.
 - Reviewed organizational FY 20/21 first and second draft budgets which is on the agenda later in the meeting.
 - Updated board that as finance committee continues to do its due diligence it will be looking at all organizational contracts and agreements and potentially auditing as needs arise.
- **REVIEW/DISCUSS** organizational financials as of September 30, 2019
Ken Bukowski walked the board through the interim financials with activity through September 30, 2019. Including

reviewing the balance sheet and income statement.

- **REVIEW/DISCUSS/APPROVE** draft FY 20/21 budget for submittal to City of San Francisco

Ken Bukowski walked the board through the draft FY 20/21 budget for submittal to the City of San Francisco.

Board unanimously approved the draft FY 20/21 budget for approval and submittal to City Department of Real Estate.
MSC Grizzell/Tang

H. RECEIVE UPDATE from Executive committee

Cathy Maupin updated the board on recent executive committee meeting and topics discussed at meeting. Cathy shared the draft executive director FY goals that the committee reviewed at its previous meeting. She asked for input and will stated that the committee will finalize annual goals with Scott at the upcoming executive meeting in December.

I. PRESENTATION from Children's Creativity Museum

Cathy shared the executive summary of the Conservancy operating agreement with the Children's Creativity Museum. Carol Tang did a presentation on the Children's Creativity Museum mission, vision, goals, impact and operations.

J. ADJOURN

Cathy Maupin Adjourned the meeting at 1:15pm