

**Jack London Improvement District - Meeting of the Board of Directors  
April 20, 2015 - 9:00 a.m. - Jack London Headquarters - 333 Broadway  
Minutes**

**Present:** Bill Stotler, Vivian Kahn, Michael Carilli, Barry Pilger, Paul Thyssen, Sam Nassif

**Absent:** Sara May, Meredith Melville, Peter Gertler

**Staff:** Savlan Hauser/Executive Director, Fiona Simms/Marketing & Administrative Assistant

**Guests:** Saied Karamooz, Steve Snider, Andrew Jones, Jenni Koidal, Lars Skjerping

*Discussions held and decisions made by the Board of Directors*

<i>SUBJECT</i>	<i>DISCUSSION</i>	<i>ACTION?</i>
<b>1. Call to order/introductions</b>	The meeting was called to order at 9:13 a.m.	
<b>2. Public comment and announcements</b>	Vivian noted that there is a bill being considered in the state legislature that prevents cities from passing ordinances against sitting or lying in the public right of way, the issue will be discussed in the Land Use and Transportation committee and the Maintenance and Beautification committee meeting.	
<b>3. Approval of the minutes</b> <b>a. Regular Board Meeting: March 9, 2015</b>	The minutes of March 9, 2015 were presented to the board for review.	<b>Paul moved and Barry seconded the motion to approve the minutes of March 9, 2015. The motion was approved unanimously.</b>
<b>4. Executive Committee update</b> <b>a. Report from Nomination Task Force on two nominees to fill vacant Board of Director positions</b> <b>b. Approval of recommended Competitive Bidding Procedure</b> <b>c. Approval of recommended Board Training Day (Description and outcomes attached)</b>	<p>Savlan noted that the Land Use and Transportation committee hosted a community forum on the proposed development at 201 Broadway and a new forum will be hosted on the transportation of crude oil through the district. She also updated the board on the development of fiber optic infrastructure in the district and marketing/outreach partnership with Paxio.</p> <p>a. Bill noted the board has two open seats that were left vacant by resigned directors. The nominations committee has recommended Jenni Koidal and Saied Karamooz to fill the seats. It was noted that both nominees have participated in the district extensively since its launch and the approval of these members would bring the total number of directors up to 11.</p> <p>b. Savlan presented draft procedures to the board. Paul noted that he consulted with a procurement expert and presented a list of recommended edits. He also recommended looking at the bidding procedures of the Port of Oakland and the City of Oakland. The Board noted that the procedures of the Port and city may be too extensive for the district's purposes. Jenni agreed to review drafted procedures. The motion was tabled until the next board meeting.</p> <p>c. Savlan reviewed her experience at a CompassPoint New Executive Director training and noted the</p>	<b>a. Bill moved and Vivian seconded the motion to approve the nomination of Jenni Koidal and Saied Karamooz to the board of directors. The motion was approved unanimously.</b>

	<p>potential benefits of Board coaching. CompassPoint offers teachers and retreats for non-profit Boards of Directors, which would cost \$2,500 for the district. The board recognized the proposal submitted by Gary Knecht regarding title and steering committee recognition. Savlan noted that all steering committee and formation documents would be maintained on the website. Bill noted that creating and assigning titles should be addressed and developed through the CompassPoint training, when a comprehensive document describing Board role, responsibility, structure and Job description will be created. Sam recommended that Gary receive a direct response for his proposal to the Board. It was decided that someone on the board would reach out to Gary and explain the Board's decision on the proposal.</p>	
<b>5. Financial Review</b>	<p>Savlan reported that the Port Share Plan was approved by the Port Board of Commissioners. Said requested that a footnote about the anticipated assessment revenue be added to the financial report.</p>	
<b>6. Land Use and Transportation Committee update</b> <b>a. Regional Land Use Issue: What is potential impact to Jack London if crude oil by rail transport increases?</b>	<p>Vivian reported that the forums are the main focus of the committee at this time. She also noted that the next meeting will need to be rescheduled.</p> <p>a. Savlan announced the Community Forum at 10 AM with Councilmember Linda Maio (Berkeley, District 1) to discuss potential impacts to the district of crude oil transport by rail</p>	
<b>7. Next regular meeting</b>	Monday, May 9, 2015 – 9:00 a.m.	
<b>8. Adjournment</b>	The meeting adjourned at 9:56 a.m.	

Minutes taken by: Fiona Simms