

**Jack London Improvement District Board of Directors SPECIAL Meeting**  
**Minutes of Wednesday, April 23, 2014 – 4:00 p.m.**  
**Metrovation Conference Room - 580 2nd Street, Suite 260**

**Present:** Bill Stotler (President), Gary Knecht (Treasurer), Sara May (Secretary), Michael Carilli, Vivian Kahn, Barry Pilger, Paul Thyssen,

**Absent:** None

**Staff:** None

**Guests:** Savlan Hauser, Andrew Jones, Jennifer Koidal, Patricia Rossi, Steve Snider

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

<i>SUBJECT</i>	<i>DISCUSSION</i>	<i>ACTION?</i>
<b>Call to order and introductions</b>	The meeting was called to order at 4:01 p.m.	
<b>Public comment and announcements</b>	Savlan suggestions a deeper look a the job description for the District Manager position being hired by OVM	
<b>Recommendation by Oakland Venue Management for District Manager Position</b>	Drew provided update on the District Manager (DM) hiring process. The potential candidates and the qualities that they're looking for. OVM is pursuing Savlan Hauser as the District Manager.	
	Savlan gave a brief introduction and her resume for review.	
	Members and visitors had some Q&A with Savlan and OVM regarding work flow, experience, etc.	
<b>Budget Task Force</b>	Budget task force requests \$5,000 in contingency funds which will more than cover the legal fees associated with contract review for startup process.	Vivian moved and Paul seconded the motion to approve a NTE amount of \$5,000 for legal contingency fees for the review of upcoming contracts associated with district start up. The motion was approved unanimously.
	Sara reviews Lease Terms for proposed new JLID office at 333 Broadway	
	Budget task force requests permission to proceed with executing Letter of Intent with Landlord for the purposes of securing a Lease Agreement	Gary moved and Barry seconded the motion to delegate the Budget Task Force to sign the Letter of Intent and Execute Lease for 333 Broadway. The motion was approved unanimously.
	Vivian points out that we need a Business License and zoning clearance for the new office location.	Vivian moved and Paul seconded the motion for Gary to pursue business license for JLID. The motion was approved unanimously.
<b>Next regular meeting</b>	Monday, May 12 <sup>th</sup> , 4pm at Metrovation Conference Room	
<b>Adjournment</b>	The meeting adjourned at 5:19 p.m.	

Minutes taken by: Sara May