



Agenda

Jack London Improvement District - Meeting of the Board of Directors

January 11, 2016 – 4:00 p.m.

Jack London Headquarters – 333 Broadway

1. Call to order and introductions- Bill 4:00
2. Public comment and announcements- Bill 4:05
3. Executive update 4:10
4. Financial Review- **Discussion and Action Item** 4:20
 - a. December 2015 Financial Report
 - b. Approval of 2016 Proposed Operating Budget
5. 2016 Project Roster and Participation- **Action Item** 4:45
 - a. Discuss Proposed Project attributes and feasibility: Budget, Alignment with Mission, Staff Time Commitment, and participation for selection of Project Roster for 2016
6. Staff Recommendation: Committee Structure Update – **Action Item** 5:30
 - a. Discuss formation of Finance Committee and review work group structure
7. Approval of minutes- **Action Item** 5:50
 - a. Board meeting: November 9, 2015 (Attached)
8. Next regular meeting: December 14, 2015, 4:00 p.m. 5:55
9. Adjournment 6:00

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. The Corporation posts agendas with the City at 1 Frank H. Ogawa Plaza, #101. Action may not be taken on items not posted on the agenda. Copies of the agenda are available from the Jack London Improvement District at 333 Broadway, Oakland, CA 94607 or through jacklondonoakland.org. Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, please notify our office at info@jacklondonoakland.org at least 48 hours prior to the meeting. The public will be provided with an opportunity to address the board on any item described in the meeting agenda under agenda item number 2.

Executive Update, January 2016:

This past month, Jack London District enjoyed terrific holiday events and festivities that drew residents and visitors from Oakland and beyond, and retail cross-promotion for the holiday season collaborating with Uptown/Downtown, Townsquared, and East Bay Express in a “Plaid Friday” event. January we continue our advocacy work in improving the underpasses; Savlan is a panelist in a SPUR discussion on [“Reversing the Repercussions of Urban Freeways”](#). We look forward to a full roster of projects in 2016. In addition to the management of normal operations, below are highlights from our work in moving special projects forward:

- **Bike Solar Oakland Launches at 333 Broadway this week!** We are activating our intersection, supporting local business and innovation partners Sungevity, California Clean Energy Fund, and the City of Oakland Transportation Department, and offering a unique amenity to our neighborhood. Come try the electric bike technology on a spin or a special hosted tour by our very own waterfront Bay Area Bikes.
- **Maker workshops** continue this winter with a 3D Printed Jewelry-making workshop with STEAM Factory, Gyroscope, and Viscera Gallery, Monday evenings starting the week of January 11! Come by and check out the creativity .
- **We co-hosted a Community Meeting on the Specific Plan**, with the Jack London District Association. The City of Oakland Planning department gave a thorough and informative presentation about the launch and framing of the Downtown Specific Plan. Jack London Community members had an opportunity to give feedback on issues relevant to the district and the Plan. Savlan will continue to serve on the “Think Tank” technical advisory group for the duration of the plan. The next opportunity for community participation will be the review of the Plan Alternatives Report at City Hall from 4:30-6:30pm on [February 2nd, Hearing Room 3](#). We will schedule additional community meetings at strategic points throughout the rest of the planning process.
- **We thanked our Ambassadors** for their hard work with a holiday gift. The team enjoyed a local lunch at Chop Bar, decked out in their creative holiday attire.



Outdoor lunch of warming winter pupusas



Happy Holidays from JL Ambassadors

- **We are finalizing our Banner Installation** this week. The Banners enhance our neighborhood identity and illustrate the unique activities and character of Jack London. Keep an eye out (up!) for the nifty signage.
- **We continue to work to improve service delivery.** Our stakeholders have expressed concern over increased Waste Management service fees and increased illegal dumping. This past month, City of Oakland Public Works Operations Manager Frank Foster attended our Maintenance and Beautification Committee meeting. We explored ways to improve service delivery and joint responsiveness, particularly to illegal dumping and litter, given limited resources. We reiterated that District-provided clean and safe services are to compliment baseline city services. We continue to work with our BID partners through the Oakland BID Alliance to advocate for structural and policy changes to improve the delivery of services to businesses, residents, and in the public right-of-way throughout the city.

I hope to see you all at this month’s events and committee meetings.

Savlan Hauser, Executive Director

Jack London Improvement District	BUDGET				ACTUAL	
	Dec-15	Calendar year			Period ending 12/31/15	
	ASSESSMENTS		2014 carryover	TOTALS	YTD Actual	Remaining
Revenue	Non-Port	Port Share approved on 7-24-14				
4000 Assessment Income			\$76,824.00			
4100 Assessment Income:Port of Oakland Assessments		\$109,868.46			\$109,868.46	
4200 Assessment Income:Non Port Assessment Income	\$670,901.53				\$636,211.50	
Total 4000 Assessment Income	\$670,901.53	\$109,868.46		\$780,769.99	\$746,079.96	\$34,690.03
4300 Grants/Contributions					\$7,828.84	
9100 Bank Interest					\$775.49	
4510 Program Income					\$531.98	
Total Revenue	\$670,901.53	\$109,868.46	\$76,824.00	\$857,593.99	\$755,216.27	
Total Cash Available					\$832,040.27	
Expenditures						
7000 MBSSI Maintenance, Beautification, Safety, etc.						
7100 Ambassador Services (Block By Block)	\$298,203.01	\$89,867.99		\$388,071.00	\$388,071.00	\$0.00
7200 Services on Tidelands Trust Lands		\$20,000.00		\$20,000.00	\$20,000.00	\$0.00
7300 Public Right of Way (Special Projects)	\$1,075.00		\$5,377.68	\$6,452.68	\$836.63	\$5,616.05
7400 Public Right of Way (Maintenance Operations)	\$10,052.00			\$10,052.00	\$6,123.37	\$3,928.63
Total 7000 MBSSI Maintenance, Beautification, etc.	\$309,330.01	\$109,867.99	\$5,377.68	\$424,575.68	\$415,031.00	\$9,544.68
7700 MED Marketing & Economic Development						
7710 Marketing Coordination (ED 0.30 FTE)	\$25,853.00			\$25,853.00	\$31,432.89	-\$5,579.89
7720 Marketing Assistance (MAA 0.15 FTE)	\$8,618.00			\$8,618.00	\$9,349.80	-\$731.80
7750 Marketing / Branding / Public Relations	\$50,871.00			\$50,871.00	\$5,349.44	\$45,521.56
7800 Special Projects	\$50,871.00		\$38,412.00	\$89,283.00	\$44,751.63	\$44,531.37
Total 7700 MED Marketing & Economic Development	\$136,213.00		\$38,412.00	\$174,625.00	\$90,883.76	\$83,741.24
8000 AGCR Administration & Govt/Community Relations						
8010 District Management (ED 0.70 FTE)	\$60,324.00			\$60,324.00	\$73,343.52	-\$13,019.52
8020 District Management Assisance (MMA 0.35 FTE)	\$20,108.00			\$20,108.00	\$21,816.34	-\$1,708.34
8050 Training & Professional Development	\$4,070.00			\$4,070.00	\$2,917.40	\$1,152.60
8080 Annual Stakeholder Meeting	\$4,578.00			\$4,578.00	\$0.00	\$4,578.00
8110 Accounting & Taxes	\$3,052.00			\$3,052.00	\$2,216.25	\$835.75
8130 Computer Service & Support	\$2,035.00			\$2,035.00	\$258.00	\$1,777.00
8150 Consulting & Legal Expenses	\$5,087.00			\$5,087.00	\$2,587.50	\$2,499.50
8200 Fees & Permits	\$254.00			\$254.00	\$280.25	-\$26.25
8410 Insurance (D&O)	\$616.00			\$616.00	\$600.00	\$16.00
8420 Insurance (General Liability & Auto)	\$3,322.00			\$3,322.00	\$2,862.00	\$460.00
8430 Membership Fees	\$1,750.00			\$1,750.00	\$1,785.00	-\$35.00
8450 Special Projects	\$509.00		\$33,034.32	\$33,543.32	\$14,215.16	\$19,328.16
8510 Office Rent	\$28,500.00			\$28,500.00	\$28,500.00	\$0.00
8520 Office Improvements	\$13,000.00			\$13,000.00	\$5,283.03	\$7,716.97
8530 Office Furniture & Equipment	\$2,500.00			\$2,500.00	\$1,692.73	\$807.27
8540 Postage, Shipping, Delivery	\$1,017.00			\$1,017.00	\$390.02	\$626.98
8545 Local transportation	\$0.00			\$0.00	\$196.90	-\$196.90
8550 Printing & Copying	\$2,035.00			\$2,035.00	\$1,180.78	\$854.22
8560 Supplies	\$2,035.00			\$2,035.00	\$1,634.02	\$400.98
8570 Telephone & Telecommunications	\$2,220.00			\$2,220.00	\$2,620.73	-\$400.73
8580 Utilities (Office Expenses)	\$4,380.00			\$4,380.00	\$3,749.95	\$630.05
8590 Utilities & Rent (Offsite Expenses)	\$1,380.00			\$1,380.00	\$3,418.00	-\$2,038.00
Total 8000 AGCR Administration & Govt/Comm Relations	\$162,772.00		\$33,034.32	\$195,806.32	\$171,547.58	\$24,258.74
8600 CFC Collection Fees & Contingency						
8610 Collection Fees	\$16,737.00			\$16,737.00	\$17,476.75	-\$739.75
8680 Contingency Allowance for Uncollected Assessments	\$45,727.00			\$45,727.00	\$0.00	\$45,727.00
Total 8600 CFC Collection Fees & Contingency	\$62,464.00			\$62,464.00	\$17,476.75	\$44,987.25
Total Expenditures	\$670,779.01	\$109,867.99	\$76,824.00	\$857,471.00	\$694,939.09	
Cash Assets					\$137,101.18	

Jack London Improvement District 2015 Year End Summary

Cash Available Summary	Annual Budget	Actual	Variance	Notes
Assessment Income	\$780,769.99	\$746,079.96	-\$34,690.03	
2014 Carryover	\$76,824.00	\$76,824.00	\$0.00	
Other Income	\$0.00	\$9,136.31	\$9,136.31	Bank interest; recycling; TQZ
Less Contingency	\$45,727.00	\$45,727.00	\$0.00	
Total Cash Available	\$811,866.99	\$786,313.27	-\$25,553.72	
Expenses	Annual Budget	Actual	Remaining	Notes
Maintenance and Beautification	\$424,575.68	\$415,031.00	\$9,544.68	
Marketing and Economic Development	\$174,625.00	\$90,883.76	\$83,741.24	
Administration and Gov't/Community	\$195,806.32	\$171,547.58	\$24,258.74	
Collection Fees	\$16,737.00	\$17,476.75	-\$739.75	
Total Expenses	\$811,744.00	\$694,939.09	\$116,804.91	
Cash Available Remaining	\$122.99	\$91,374.18		

Carryover Detail

Cash Available Remaining	\$91,374.18
2015 Contingency Reserve	\$45,727.00
Cash Assets (Assessment + Non-Assessment)	\$137,101.18
Less Security Deposit	\$2,000.00
Less Train Quiet Zone funds - restricted	\$7,328.84
2015 Carryover	\$127,772.34

Cash Asset Detail

Assessment funds	
Security deposit (office)	\$2,000.00
2014 Carryover	\$76,824.00
2015 Carryover	\$49,140.87
Total Assessment Funds	\$127,964.87
Non-Assessment funds	
Less Train Quiet Zone funds	\$7,328.84
Grants and Contributions	\$1,031.98
Bank Interest	\$775.49
Total Non-Assessment funds	\$9,136.31
Cash on hand	\$137,101.18

Jack London Improvement District 2016 Draft Operating Budget

Chart of Accounts	2016 Draft Operating Budget				2015 Operating Budget			Notes
	Non-Port 2016	Port Share 2016	2015 Carryover	TOTALS	TOTALS	2015 Port & Non-Port	2014 Carryover	
Revenue								
4000 Assessment Income			\$127,772.34				\$76,824.00	
4100 Assessment Income:Port of Oakland		\$109,868.45				\$109,868.45		
4200 Assessment Income:Non-Port	\$670,901.53					\$670,901.53		
Total 4000 Assessment Income	\$670,901.53	\$109,868.45	\$127,772.34	\$908,542.32	\$857,593.98	\$780,769.98	\$76,824.00	
Total Cash Available				\$908,542.32	\$857,593.98			
Expenditures								
7000 MBSSI Maintenance, Beautification, Safety, etc.								
7100 Ambassador Services (Block By Block)	\$315,808.29	\$89,868.45		\$405,676.74	\$388,048.45	\$388,048.45		Reflects increases to Ambassador starting wages
7200 Services on Tidelands Trust Lands	\$0.00	\$20,000.00		\$20,000.00	\$20,000.00	\$20,000.00		
7300 Trash and Equipment Management	\$19,996.12			\$19,996.12	\$6,452.68	\$1,075.00	\$5,377.68	90% WM service, dump/overflow fees, storage unit fees; misc. equipment
7400 Special Projects	\$0.00			\$0.00	\$10,052.00	\$10,052.00		
Total 7000 MBSSI Maintenance, Beautification, etc.	\$335,804.41	\$109,868.45		\$445,672.86	\$424,553.13	\$419,175.45	\$5,377.68	
7700 MED Marketing & Economic Development								
7710 District Management (1 FTE)	\$98,767.74			\$98,767.74	\$25,853.00	\$25,853.00		50% of Executive Director and 50% of Administrative Coordinator (OVM)
7720 Marketing Assistance (MAA 0.45 FTE)	\$0.00			\$0.00	\$8,618.00	\$8,618.00		Merged staff accounts
7750 Marketing Program (2015 "Marketing/Branding/Public Relations")	\$7,702.00			\$7,702.00	\$50,871.00	\$50,871.00		Monthly web marketing services and professional (SPUR, ULI, Chamber of Commerce) memberships
7800 Special Projects	\$19,319.91			\$19,319.91	\$89,283.00	\$50,871.00	\$38,412.00	All other marketing funds not allocated to pre-approved program contracts.
Total 7700 MED Marketing & Economic Development	\$125,789.65			\$125,789.65	\$174,625.00	\$136,213.00	\$38,412.00	
8000 AGCR Administration & Govt/Community Relations								
8010 District Management (1 FTE)	\$98,767.74			\$98,767.74	\$60,324.00	\$60,324.00		50% of Executive Director and 50% of Administrative Coordinator (OVM)
8020 District Management Assisance (MMA 0.55 FTE)	\$0.00			\$0.00	\$20,108.00	\$20,108.00		Merged staff accounts
8050 Training & Professional Development	\$1,200.00			\$1,200.00	\$4,070.00	\$4,070.00		
8080 Annual Stakeholder Meeting	\$0.00			\$0.00	\$4,578.00	\$4,578.00		Annual meeting to be funded from 7800
8110 Accounting & Taxes	\$2,500.00			\$2,500.00	\$3,052.00	\$3,052.00		
8130 Computer Service & Support	\$500.00			\$500.00	\$2,035.00	\$2,035.00		
8150 Consulting & Legal Expenses	\$2,000.00			\$2,000.00	\$5,087.00	\$5,087.00		
8200 Fees & Permits	\$500.00			\$500.00	\$254.00	\$254.00		
8410 Insurance (D&O)	\$675.00			\$675.00	\$616.00	\$616.00		
8420 Insurance (General Liability & Auto)	\$2,900.00			\$2,900.00	\$3,322.00	\$3,322.00		
8430 Membership Fees	\$0.00			\$0.00	\$1,750.00	\$1,750.00		Membership fees to be funded from 7750
8450 Special Projects	\$430.00			\$430.00	\$33,543.32	\$509.00	\$33,034.32	\$509.00 allocated in 2014, in 2015 all carry-forward in account category was allocated to 8450.
8510 Office Rent	\$31,250.00			\$31,250.00	\$28,500.00	\$28,500.00		Rent to increase to \$2,750 months 36-48
8520 Office Improvements	\$3,800.00			\$3,800.00	\$13,000.00	\$13,000.00		
8530 Office Furniture & Equipment	\$1,400.00			\$1,400.00	\$2,500.00	\$2,500.00		
8540 Postage, Shipping, Delivery	\$500.00			\$500.00	\$1,017.00	\$1,017.00		
8545 Local Transportation	\$500.00			\$500.00	\$0.00	\$0.00		New line item to cover district travel expenses for errands and events
8550 Printing & Copying	\$1,200.00			\$1,200.00	\$2,035.00	\$2,035.00		
8560 Supplies	\$1,500.00			\$1,700.00	\$2,035.00	\$2,035.00		
8570 Telephone & Telecommunications	\$2,820.00			\$2,820.00	\$2,220.00	\$2,220.00		
8580 Utilities (Office Expenses)	\$4,246.24			\$4,246.24	\$4,380.00	\$4,380.00		10% of WM services (90% WM funded from 7300) - 2015 WM fees funded from 8450
8590 Utilities & Rent (Offsite Expenses)	\$0.00			\$0.00	\$1,380.00	\$1,380.00		Storage/Parking fee for district truck moved to 7300
Total 8000 AGCR Administration & Govt/Comm Relations	\$156,688.98			\$156,688.98	\$195,806.32	\$162,772.00	\$33,034.32	
8600 CFC Collection Fees & Contingency								
8610 Collection Fees	\$20,235.78			\$20,235.78	\$16,737.00	\$16,737.00		
8680 Contingency	\$0.00			\$0.00	\$45,727.00	\$45,727.00		
Total 8600 CFC Collection Fees	\$20,235.78			\$20,235.78	\$62,464.00	\$62,464.00		
Total Expenditures	\$638,518.82	\$109,868.45	\$0.00	\$748,587.27	\$857,448.45			
Revenue (held in reserve)				\$159,955.05	\$145.53			Carryover and 5% collection contingency

*Accounts changed for accuracy for 2016 operations

Staff Recommendation

To: Board of Directors

CC: Staff

From: Savlan Hauser

Date: 1/11/2016

Re: Committee Structure, 2016

In order to encourage engagement of volunteers and better utilization of expertise of Board members, Staff recommends augmenting Jack London Improvement District's current structure for Committees and Project Task Forces:

Addition of a Finance Committee:

Staff recommends the addition of a Finance Committee for further in-depth discussion, strategy-formation, and advising the organization on financial management practices. The Organization has evolved in complexity and activity, and continues to take on more projects, partnerships, and in the future, may pursue fundraising.

Focus on Task Forces:

To direct Board members and community volunteers' expertise into District projects, Staff recommends the formation of Project Task Forces or Work Groups to assist in moving each project forward that has been taken on by the District. The Executive Director will set meetings or communications with Task Forces according to project demands.

Committees will meet bi-monthly, as a "sounding board" for recommending new projects to the Board, or thought partnership with Staff to inform work in the various areas of District focus: Land Use & Transportation, Marketing & Economic Development, or Maintenance & Beautification.

Jack London Improvement District Board of Directors Meeting
Minutes of Monday, November 9, 2015 – 4:00 p.m.
JLID Office – 333 Broadway

Present: Bill Stotler, Sara May, Vivian Kahn, Michael Carilli, Barry Pilger, Meredith Melville, Saied Karamooz, Jenni Koidal

Absent: Paul Thyssen, Peter Gertler

Staff: Savlan Hauser, Fiona Simms

Guests: Dave Fennell, Andrew Jones, Steve Snider, Pamela Kershaw, Gary Knecht

Discussions held and decisions made by the Board of Directors

<i>SUBJECT</i>	<i>DISCUSSION</i>	<i>ACTION?</i>
1. Call to order and introductions	The meeting was called to order at 4:05 p.m.	
2. Public comment and announcements	None	
3. Executive Update	Savlan reported on the district’s involvement in Plan Downtown and noted that JLID hosted a design charette on the Broadway Underpass with Gensler that was well attended by representatives of the City of Oakland Planning Department, the Downtown Specific Plan consultants, the Circulation Study consultants and many more.	
4. Financial review a. October 2015 financial report b. 2016 Operating budget draft – first review	<p>a. Savlan presented the October 2015 financial report. No questions were asked.</p> <p>b. The board reviewed the draft 2016 budget and project roster. There was discussion of the Free Broadway Shuttle funding, advertising, free public wifi, and the level of ambassador services. Michael noted the increased activity in the district. Savlan referenced the increased pricing for Ambassador services and explained that the starting wages for the Ambassadors will be raised in 2016 to stay competitive with local wages, attract and retain quality staff.</p>	
5. Parking Benefit District a. Consider formation of a Parking Benefit District for Jack London, following 2013 City Council Resolution on Parking Principles which states <i>“...whenever possible, a portion of parking revenue should be reinvested directly back to neighborhood commercial district improvements, potentially through a mechanism such as a</i>	<p>Savlan referenced Oakland City Council Resolution No. 84664 and noted that it is possible for the District to directly benefit from revenue generated by parking in the district. This could take the form of a project that is implemented by the City in the district, or a portion of the revenue is directed to the business improvement district. Staff will begin looking into the process and details. Gary and Vivian volunteered to help.</p> <p>There was discussion of general parking issues in the district.</p> <p>Bill encouraged the board to explore other funding sources for improvements in the district.</p>	

<p><i>parking benefit district.”</i></p>		
<p>6. Art on Utility Boxes a. Approve expenditure of up to \$14,400 to fund art-covered utility boxes with \$8,400 from Account 7800, Special Projects-- Marketing and Economic Development and \$6,000 from Account 7400, Special Projects-- Maintenance and Beautification</p>	<p>Savlan explained that the district has partnered with Streets Alive, a division of the Earth Island Institute who recently hired a new coordinator, Sorell Tsui of Athen B Gallery. Savlan presented a plan to cover many of the districts utility boxes in art. The board reviewed the plan and made suggestions on which boxes to cover. Savlan outlined the process for approving the artists.</p>	<p>Barry moved and Sara seconded the motion to approve the expenditure of an amount not to exceed \$8,400 from Account 7800, Special Projects-- Marketing and Economic Development and \$6,000 from Account 7400, Special Projects-- Maintenance and Beautification. The motion was approved unanimously.</p>
<p>7. Board Meeting Schedule a. Approve bi-monthly Board meeting schedule, with monthly Committee meetings and Task Force/Work Group meetings as frequently as is necessary</p>	<p>Bill noted that at the last meeting the board discussed adjusting the meeting schedule to meet less frequently and hold longer meeting. Savlan explained that this recommendation is in response to feedback that the board is not able to have detailed conversations about important issues due to time constraints and the difficulty of attending a long monthly meeting. She also noted that more frequent work group meetings to discuss specific projects would accompany this adjustment. It was clarified that committee meetings would continue to be held monthly as currently scheduled.</p>	<p>Bill moved and Saied seconded the motion to approve bi-monthly Board meeting schedule, with monthly Committee meetings and Task Force/Work Group meetings as frequently as is necessary. The motion was approved unanimously.</p>
<p>8. Adoption of position statement on Coal Transport by Rail</p>	<p>Savlan presented the proposed statement noting that is was intended to be an expansion of the previous statement to include coal as well as crude oil. Saied and Vivian suggested proposed revised language to address health and environmental effects.</p>	<p>Barry moved and Sara seconded the motion to approve the position statement on Coal Transport by Rail with the suggested edits. The motion was approved unanimously.</p>
<p>9. Approval of minutes a. Board meeting: October 12, 2015</p>	<p>The minutes of October 12, 2015 were presented to the board for review.</p>	<p>Sara moved and Bill seconded the motion to approve the minutes of October 12, 2015. The motion was approved unanimously.</p>
<p>10. Board Composition and Membership a. Board of Director’s Elections- Board Members Bill Stotler, Vivian Kahn, Sara May, Barry Pilger, Michael Carilli, Paul Thyssen seeking re-election for 2016-2017 term.</p>	<p>Savlan noted that the following members’ terms have expired: Bill Stotler, Vivian Kahn, Sara May, Barry Pilger, Michael Carilli and Paul Thyssen. Bill reported that no nominations were received and asked for any nominations. Hearing none, he proposed approving the members whose terms have expired as a slate of candidates.</p> <p>Bill also noted that no nominations were received for the officer positions and opened the floor to any nominations. Hearing none, he proposed approving</p>	<p>Barry moved and Jenni seconded the motion to allow for the approval of a slate of candidates for new terms to the board of directors. The motion was approved unanimously.</p> <p>Bill moved and Meredith seconded the motion to approve the renewal of board</p>

	the officers as a slate of candidates.	<p>terms for Bill Stotler, Vivian Kahn, Sara May, Barry Pilger, Michael Carilli and Paul Thyssen. The motion was approved unanimously.</p> <p>Bill moved and Meredith seconded the motion to allow for the approval of a slate of candidates for new terms to the officer positions. The motion was approved unanimously.</p> <p>Michael moved and Meredith seconded the motion to approve the renewal of officer terms for Bill Stotler, Sara May, and Barry Pilger. The motion was approved unanimously.</p>
11. Next regular meeting: December 14, 2015, 4:00 p.m.	Based on the action taken in agenda item 7, the next board meeting will be held on January 11 th .	
12. Adjournment	The meeting adjourned at 5:25 p.m.	

Minutes taken by: Fiona Simms