



## Ocean Avenue Association Board of Directors Meeting Minutes

**Date:** Monday, December 11th 2023

**Time:** 6pm-7:30pm

**Location:** Hybrid

- **In-Person:** 1720 Ocean Avenue  
San Francisco CA 94132
- **Virtual Meeting:** via Zoom

### Zoom Meeting Information:

- **Join Zoom Meeting** [Link Here](#)
- **Meeting ID:** 204 333 4035
- **Passcode:** 94112
- **Find your local number:** [Link Here](#)

1. **Call to Order** (President Shirley Lima)
2. **Introductions**
3. **Public Comment Period (6:00 - 6:02)**
  - a. Open floor for comments, questions, or concerns from the public within the Board's jurisdiction
4. **Review and Approve Minutes from Meeting (October 2023) [Action Item]**
  - [10.2023 Minutes \(DRAFT\) \(6:02 - 6:09\)](#)
5. **Review and Approve New Policies & Bylaws [Action Item] (6:09 - 6:35)**
  - **33% of board members to hold a special meeting.**
  - **5.2 – 7-15**
  - **5.3 - 3-year term limit**
  - **Conflict of interest policy - Albert made motion to approve howard 2<sup>nd</sup>, approved.**
  - **Document destruction and retention policy - Howard motion to approve, Shirley 2<sup>nd</sup>. Approved.**
  - **Whistleblower policy – Alberto motion to approve, Wallee 2<sup>nd</sup>. Approved.**
  - [Code of Ethics \(DRAFT\).docx](#)
  - a. [Conflict of Interest Policy CA \(DRAFT\)](#)
  - b. [Document Retention and Destruction Policy \(DRAFT\)](#)
  - c. [Whistleblower Policy\\_Final \(DRAFT\)](#)
  - d. [OAA Bylaws\\_ \(DRAFT\)docx](#)

6. **Treasurer Report (Rey Arellano CPA) (6:35 – 6:49) Shirley motion, Howard 2<sup>nd</sup>.**

7. **Executive Director's Report** (Christian Martin) **(6:49- 7:00)**

. [Cleaning + Maintenance Report](#)

- a. Staff updates
- b. Annual Meeting
- c. Upcoming Events

8. **Deputy Director's Report** (Gabe Cory)

. Halloween Crawl – Ocean cyclery, that's amore, westwood produce, expert pet, the avenue bar,

- a. Had a successful community event on Friday, October 27th. 100 attendees, the response from participating merchants was great.
- b. Holiday Event - Dec 15 Storefront Decorations
- c. Holiday Display with Santa at Unity Plaza
- d. Lighting Extension - Dec 12-14
- e. We have secured funding to extend string lights from Faxon to the El Rey theater.
- f. Civic Joy Fund

Working with Civic Joy Fund to identify merchants for grant opportunities and other beautification projects on Ocean.

9. **Marketing & Social Media Report** (Rosendo Betancourt)

. [Social Media Report](#)

- a. Banners
- .Gathering designs & participation from local artists
- b. Holiday Bows
- c. [Q&A w/ Officer Butler](#)

10. **Review and Approve Continuation of Telephone/Zoom Meetings [Action Item]**

. Vote on maintaining virtual meetings as per ordinance AB361 **(7:00 – 7:02 approved) hybrid meetings approved.**

11. **Adjourn**