



Executive Committee

December 15, 2022, 2021 – 9:00– 10:30 a.m.
Hybrid Meeting, via Zoom and In-person at 291 Geary Street, Suite 200

MINUTES

In Attendance

Members and Committee Chairs: Erik Murray, Mark Sullivan, Don Thomas, Corinna Luebbe, Wes Tyler, Jim Sangiacomo, Stephen Brett, Russell D. Keil Jr, Mark Purdy, and Julie Taylor.

Staff and Guest Attendees: Marisa Rodriguez (Executive Director), Benjamin Horne (Deputy Director), Melanie Medina (Executive Assistant), Carlos Montano (Intern), and Beau Simon (Legal Counsel).

Summary of Actions Taken by the Committee

No public comment was received before any of the following action items.

- **Action:** The Committee unanimously approved the minutes of October 27, 2022, as motioned by Mark Purdy and second by Erik Murray.
- **Action:** The Committee unanimously approved the additional draw of up to \$500K from line of credit as motioned by Mark Purdy and seconded by Stephen Brett.

Meeting Notes by Agenda Topic (see CLOSED Session Minutes for Items 9-14)

1. Call to Order and Roll Call

Marisa Rodriguez called the meeting to order at 9:08 a.m.

2. Public Comment

Marisa called for public comment. Marisa informed the committee that Corrina Luebbe will be moving to the Maldives for work. Corrina was thanked by the staff and the Committee members for her years of dedication and service to the organization. All wished her well and a small gift was presented.

Erik Murray also made announcement that the parcel he owns 532-540 Sutter Street is for sale. He commented that if it sells he may no longer be able to serve on Board but would like to if it can be arranged.

3. Action to approve the minutes of October 27, 2022



Action: The Committee reviewed and unanimously approved the meeting minutes from October 27, 2022, as motioned by Mark Purdy and seconded by Erik Murray

4. Holiday Fundraiser results

Ben Horne informed the committee that the goal for the Holiday Fundraiser was \$75K in funds raised, and over \$98K was raised. A big thanks was given to the presenting sponsor Amazon along with United Airlines as well as all the sponsors and donors that participated. The Union Square Foundation will donate \$12K to the Salvation Army's Adopt-an-Angel program that will provide clothing, essentials and toys to a child in need.

5. Holiday Village update and discussion regarding additional grant funds and expenses

Marisa informed the committee that Winter Wonderland has been doing well and will conclude on December 24th. Vendors received a stipend for their booths in the village to cover their cost and encourage more vendors. Surveys will be sent out to collect the vendor's sales data and experience at the village. City grants are covering the majority of costs including extra grant funds to cover the vendor payments.

6. Union Square Park agreement update

The Alliance will continue to work with Rec and Park to finalize the Square Park agreement.

7. Board officer (Secretary) discussion

Corrina Luebbe will be departing from the Alliance as she be relocated to another hotel out of the country. Stephen Brett is interested in being the new Secretary for the Union Square Alliance Board of Directors. The Board will vote on this in January 2023. Members agreed with the nomination of Stephen Brett.

8. Discussion and action to approve additional draw of \$500K from line of credit.

The first assessment payment is expected to be received on December 24th. The Alliance will need to withdraw \$100K from the line of credit to make payroll on December 23 if the assessment payment is not received before the 23rd. In addition, if the assessment payment is not received until January, an additional draw will be needed to pay bills at the end of December.

Action: The Committee unanimously approved the additional draw of up to \$500K from line of credit as motioned by Mark Purdy and seconded by Stephen Brett



CLOSED SESSION (See Closed Session Minutes)

9. Staffing updates

10. Action to approve closed minutes from October 27, 2022.

11. Discussion and action to approve policy for staff consulting

12. Discussion and review of staff compensation and year-end bonus and action to approve compensation revisions.

13. Upcoming meetings

- a. Board Meeting – January 26, 2023, at 9:00 am (Marriott Union Square)
- b. Next Executive Committee Meeting – February 23, 2023, at 9:00 am

14. Adjournment: 10:40 am