UNION SQUARE ALLIANCE

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BOARD OF DIRECTORS' SPECIAL MEETING

Minutes

May 7, 2026 – 9:00-10:00 a.m.
The Beacon Grand Hotel
450 Powell Street

Board Members in attendance (all in person): Mark Purdy (Grosvenor Properties), Clif Clark (Westin St. Francis), David Lewin (Grand Hyatt Union Square San Francisco), Don Thomas (Donatello), Jordan Buckley (Frame Ventures), Wes Tyler (The Chancellor Hotel), Russell D. Keil, Jr. (Keil Companies), Stephen Brett (Brett &Co.), Kevin Flanagan (Recology), Brian Fenwick (The Marker Hotel), Maxine Papadakis (Resident), Spencer Sechler (ACE Parking), Shirley Howard-Johnson (Entertainment & Arts Consultant), and Manuela Anne King (RHAA).

Staff and contractors: Marisa Rodriguez (CEO), Benjamin Horne (CFO), Daniela Vasile (COO), JaLil Turner (Director of Services), Beau Simon (Legal Counsel), Melanie Medina (Executive Assistant).

<u>Summary of Actions Taken by the Board of Directors</u>

- **<u>Action:</u>** The Board unanimously approved to post the services RFP online as motioned by Don Thomas and seconded by Spencer Sechler. Kevin Flanagan abstained from the vote.

1. <u>Call to order, roll call, introductions, and welcome to Clift Royal Sonesta</u>
   Marisa Rodriguez welcomed everyone to Beacon Grand Hotel; Mark Purdy called the meeting to order at 9:00 a.m. and took roll call.

2. <u>Public comment</u>
   Mark called for public comment. Marisa acknowledged David Lewin and noted his retirement. David Lewin thanked the Board and noted his last day is July 1, 2026.

3. <u>Discussion regarding services provider termination of contract</u>
   Prior to the meeting, Marisa Rodriguez shared with the Board a termination letter from Block-by-Block leadership, notifying their intent to end their contract with the Union Square Alliance with a 60-day notice. Given the short notice, the Alliance acknowledged the termination but initiated negotiations to extend the contract to 180 days as stated in the agreement. Both parties have now agreed on a termination date of September 30, 2026. Ben and Daniela informed the Board that this extension allows time for the Alliance to conduct an RFP process to select a new vendor. The vendor's decision to terminate was attributed to the rapid growth of the Alliance account, multiple contract amendments, and added grants, which collectively made continued management of the contract unsustainable.

   Ben outlined the RFP timeline and noted that the organization has begun transitioning. A final contract for the period of April 1 through September 30 is in progress. The Alliance will develop a comprehensive transition plan with the new vendor once selected. Additionally, the Alliance will assume the lease at the Flood Building where the current Block-by-Block offices are located.

Marisa shared that she spoke with the ambassadors, providing reassurance that the contract termination was unrelated to their performance and was a decision made by the vendor's management team. The Board discussed the reasons behind the vendor's decision, including their overall feedback, which will inform the RFP process moving forward. Questions were raised regarding the management of banked hours, ownership of ambassador equipment, and the impact on ongoing Alliance contracts with the city, such as the HEART safety grant. There was also discussion about the ambassadors' potential reassignment, whether they would remain within Union Square under the new vendor or be moved to other accounts. Marisa emphasized that the ambassadors would have a choice and will receive full support regardless of their decision.

Brian Fenwick inquired whether the Alliance had considered managing clean and safe services internally rather than contracting out. Ben provided background on previous considerations when the Alliance had Member Services in house and was ultimately decided to have these services under the vendor.

At this point in the meeting, Marisa Rodriguez recused herself for the remainder of the session. She explained that, due to her professional relationships with potential vendors, it was appropriate for her to step aside from participating in the RFP process.

4. Discussion regarding staff member potential conflict of interest

5. Discussion regarding RFP Process for new service provider
The Board continued its discussion on the services currently provided by Block-by-Block and how these will transition to the next vendor. There was consideration of engaging multiple vendors specializing in specific services, such as cleaning, power washing, or event support. Kevin Flanagan was asked to share his perspective given his role at Recology. He explained that Recology currently contracts with third-party vendors to deliver these services on an as-needed basis. Additional discussion focused on the ownership and transfer of equipment to the new vendor.

At this point, Daniela reviewed key sections of the RFP and the timeline, noting that the RFP has already been shared with a select group of vendors. Due to the limited timeframe, a few vendors were personally invited to apply. Daniela then requested feedback from the Board on whether the Alliance should also post the RFP publicly to attract additional applicants.

Action: The Board unanimously approved to post the services RFP online as motioned by Don Thomas and seconded by Spencer Sechler. Kevin Flanagan abstained from the vote.

Brian Fenwick asked the Board to share their gratitude and appreciation to the ambassadors when they see them on the street to help boost morale during this transition period.
Ben noted that an RFP committee will be formed and invited board members who are interested in participating to join.

Closed Session

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6. <u>Discussion regarding lawsuit update and possible settlement</u>

7. Announcements & New Business
   - Next Board Meeting- Annual Meeting, May 28, 2026, Location *TBD.*
   - Bloom Fashion Show- May 8, 2026, 1:00pm at Union Square Plaza