



**Board of Directors Meeting  
Wednesday, June 14, 2023  
Time: 12:00 – 1:00 pm**

**Location:** 255 Shoreline Dr. Suite 150, Redwood City, CA 94065  
[Zoom Video Conference Option - If quorum is met](#)

**MINUTES:**

**Present:** Alex Livadas, Angela Rezab, Ben Paul, Brianna Mariolle, Dani Gasparini, Don Gibson, Gloria Arteaga, Henry Sears, Mark Nadim, Nancy Radcliffe, Paul Gadow, Stacey Wagner, Simon Vuong

**Absent:** Approved: Chris Beth, Justin Mates, Rosanne Foust,

**Staff:** Amy Buckmaster – Executive Director, Felicia Basques, Nicole Gallosa

**Other:** Eleanor Lazar – Olive Creative Strategies

**1. Call to Order – President Gloria Arteaga**

Meeting called to order at 12:12 p.m. by President Arteaga.

**2. Roll Call**

Board members were all in-person, so in place of roll-call, President Arteaga asked for introductions.

**3. Approval of Minutes from May 10, 2023 Board of Directors**

The May 10, 2023 Minutes were reviewed.

**Action Taken:** Radcliffe moved to approve. Gadow seconded the motion and motion was approved unanimously.

**4. Public Announcements, Public Comment**

None

**5. Committee Updates:**

- **Executive Committee** – President Gloria Arteaga
  - **Selection of Nominations Committee for 9th Annual Elections to the Board of the RCIA, Chaired by President Gloria Arteaga, and:**
    - Designate 3 other Board Members to serve with the President of the Board of Directors as the Nomination Committee;
    - Approve Nomination Letter and Application;
    - Set the Annual Meeting for Wednesday, September 13, 2023;

- Authorize the Nomination Committee to return a list to the Board seats, as per the bylaws at the September 13, 2023 Annual Meeting.

Buckmaster described the nomination letter and the process of the annual nominations. The letter is sent to the downtown property owners, along with the previous year's annual report, in this case the 2022 Annual Report. Property owners will have the choice to nominate themselves to the RCIA Board of Directors no later than August 14, 2023.

This committee will review all submissions, discuss and set the proposed Board of Directors for fiscal year 2023-2024 to then be discussed and approved at the Annual Board of Directors meeting on September 13, 2023.

The Board needs to designate 3 members to serve with the president to review all property owner and community at large nominations received. Dani Gasparini, Stacey Wagner, and Nancy Radcliffe were nominated to serve with the President.

**Action Taken: Radcliffe moved to approve the three Board Members. Rezab seconded the motion and the motion was approved unanimously.**

- **SOBO (Sidewalk, Operations and Beautification Committee)**

*\*Next Committee Meeting – July 5, 2023 – 3:00pm*

Committee Co-Chairs: Rosanne Foust & Nancy Radcliffe

- **Beautification Project: Flower Planters**

Resolution: Shall the Board of Directors and the President of the Redwood City Improvement Association authorize the Sidewalk Operations, Beautification and Order Committee to purchase materials and plants to build 4-6 wooden planters for downtown Redwood City, not to exceed \$3,000.00.

Radcliffe shared with the Board of Directors that the SOBO Committee would like to have J & A Maintenance build wooden planters that fit over the orange barricades for the downtown area, beginning on the 2600 Block. The planters were a design created by staff members of the City of San Carlos, who have graciously agreed to share their designs with the RCIA.

Buckmaster stated these planters are a nice way to accent the downtown, add some beauty and to cover-up the orange barricades which take away from the nice esthetics of downtown.

**Action Taken: Gasparini moved to approve. Rezab seconded the motion and the motion was approved unanimously.**

- **Piano Artists Selection Update**

Radcliffe provided an update on the piano project saying there was much talk and debate about the revisions that were received from the artists. In the end, only one of the three artists is ready to move forward and begin their work. The committee also decided to replace Elizabeth Gomez (the chicken design) with Lauren Yurkovich (one of the original artists not chosen) and offer her another chance to design a concept fitting this project.

Additionally, the Board of Directors discussed the possibility of connecting with Sequoia High School's Art Program for one of the pianos. Basques will connect with Superintendent Crystal Leach about this.

- **DISI (District Identity and Signage Committee)**

*\*Next Committee Meeting – June 27, 2023 – 12:00pm*

Committee Co-Chairs: Don Gibson and Stacey Wagner

- **Olive PR**

- **PR and Social Media Report**

Lazar presented the public relations and social media report, sharing that the newsletters are still seeing over a 35% click rate, on average, as well as constant growth across all social media platforms. Lazar highlighted that the City Hall photo with the pink flowers actually went semi-viral on Facebook as it received over 5K likes and engagement organically! Olive PR pushed the Art

Kiosk installation, Mother's Day activities, On the Square events, as well as many local business highlights over the last month.

- **Parking Management Committee**

*Next Committee Meeting – July 10, 2023 – 9:00am*

Committee Chair: Henry Sears

Though the Parking Management Committee did not meet in May, Vuong was able to provide an update to the Board of Directors regarding the Outdoor Activity permitting process. As of June 15<sup>th</sup>, 49 parklet applications have been received, 38 of them have received preliminary comments from the City of Redwood City. The hope is to begin issuing permits within the next 2 months. Additionally, the City of Redwood City will be sending notices to the business owners who have not submitted a parklet application and who have unlicensed parklets to remove their belongings within a 30day period before the City removes the orange barricades from in front of their business. This notice will also include the property owner so they are aware as well. Additional updates included: 1) on the consent calendar for June 26<sup>th</sup> is the approval to delay the downtown Farmers' Market until 2024, 2) at the Council Meeting on June 12<sup>th</sup>, the City Council approved the extension of the temporary closure of the 2000 Block of Broadway to now end December 31, 2024. This extension is to allow enough time to determine how far along this block of Broadway should be closed to vehicular traffic.

**6. New Business**

Gasparini shared that Hotel Sequoia has make it through the CEQA process and is now in final reviews. The project and team will be going to the Planning Commission on August 15<sup>th</sup> as a study session, and then again for final approval in October.

Arteaga announced that Premia is opening a co-working space in downtown. Basques and Lazar said they would connect with Arteaga after the meeting to include in RCIA's PR plan for the Summer.

Rezab announced that JLL will be painting their building, which is home to one of the Flora & Fauna paintings.

**7. Executive Directors Report**

Buckmaster shared that a contract was signed with Wang Accountancy Corp for the 2023 Audit. Buckmaster also shared that the management agreement with the City of Redwood City is up for renewal this year, so staff will begin getting it together to hopefully receive a 5-year extension.

**8. Adjournment**

Meeting adjourned at 1:16pm.

**9. Next Board Meeting: Annual Meeting, September 13, 2023**

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