



REDWOOD CITY  
IMPROVEMENT  
ASSOCIATION

**Board of Directors Meeting  
Wednesday, May 10, 2023  
Time: 12:00 – 1:00 pm**

**Location:** 1450 Veterans Blvd. Suite 125, Redwood City, CA 94063  
[Zoom Video Conference Option - If quorum is met](#)

**MINUTES:**

**Present:** Alex Livadas, Angela Rezab, Ben Paul, Chris Beth, Don Gibson, Gloria Arteaga, Henry Sears (virtually – approved by board), Justin Mates, Mark Nadim, Nancy Radcliffe, Paul Gadow, Stacey Wagner, Simon Vuong

**Absent:** Approved: Brianna Mariolle, Dani Gasparini, Rosanne Foust, Amy Buckmaster – Executive Director

**Staff:** Felicia Basques, Maggie Fahey, Nicole Gallosa

**Other:** Cree Jones – Cree Jones Consulting (virtually)

1. **Call to Order – President Gloria Arteaga**  
Meeting called to order at 12:05 p.m. by President Arteaga.
2. **Roll Call**  
Basques took Roll-Call attendance.
3. **Approval of Minutes from April 12, 2023 Board of Directors**  
The April 12, 2023 Minutes were reviewed.  
**Action Taken:** Radcliffe moved to approve. Gibson seconded the motion and motion was approved unanimously. Arteaga, Gadow, and Rezab abstained as they were not in attendance at the April 12, 2023 Board of Directors Meeting.
4. **Public Announcements, Public Comment**  
None
5. **Committee Updates:**
  - **Executive Committee – President Gloria Arteaga**
    - Recommendation to open a third business account at the local San Mateo Credit Union to diversity the financials of the Redwood City Improvement Association in order to fall under the \$250,000.00 FDIC insurance policies.  
Arteaga briefly explained that the Redwood City Improvement Associations operating budget is currently split between two accounts: Chase and Heritage, with Heritage holding over the FDIC cap of \$250,000.00. The recommendation would allow for the balance over said cap to be transferred into a new account at a third bank for security and financial coverage. Mates asked for clarification on where the RCIA's money is held

or drawn from. Arteaga and Basques shared that the funds are sent from the County of San Mateo to the City of Redwood City who then writes the annual assessment checks to the Redwood City Improvement Association for deposit into the operating accounts; no money is held at the City or County level.

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

- Recommendation to approve a financial audit for the Redwood City Improvement Association's fiscal year December 2021 – November 2022, not to exceed \$10,000.00.

Arteaga informed the Board of Directors that per the City of Redwood City and the Redwood City Improvement Associations Management Agreement Contract, an annual audit is required, however the City of Redwood City had approved an annual review since 2015 in which the RCIA has received extremely high marks reviews. Both the RCIA and the City of Redwood City do agree it is time for an Annual Audit. Buckmaster has reported to the Executive Committee that it has been taking longer than she would have liked to find an auditor that does Non-Profits. RCIA's current CPA review with Eide Bailey retired in January. She was happy to report that Rosemary Wang, Wang Accountancy Corp, refer by Eide Bailey would do our Audit.

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

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

*\*Next Committee Meeting – June 7, 2023 – 3:00pm*

Committee Co-Chairs: Rosanne Foust & Nancy Radcliffe

- **Project Tracker – First Quarter**

Resolution: Shall the Board of Directors and the President of the Redwood City Improvement Association authorize the payment of the Project Management Fee of \$100.00 per hour, not to exceed 1000 hours per fiscal year, to Chamber San Mateo County for the Sidewalk Operations, Beautification and Order from December 2022 – March 2023. \$4,400.00 for 44 hours (see enclosed).

**Action Taken: Nadim moved to approve the Project Management Fee. Beth seconded the motion and motion was approved unanimously.**

- **Piano Artists Selection Update**

Radcliffe shared that the three artists were selected for the piano art and gave a brief rundown of the artists' works.

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

*\*Next Committee Meeting – May 30, 2023 – 12:00pm*

Committee Co-Chairs: Don Gibson and Stacey Wagner

- **Project Tracker – First Quarter**

Resolution: Shall the Board of Directors and the President of the Redwood City Improvement Association authorize the payment of the Project Management Fee of \$100.00 per hour, not to exceed 1000 hours per fiscal year, to Chamber San

Mateo County for the District Identity & Signage Committee from December 2022 – March 2023. \$9,900.00 for 99 hours (see enclosed).

**Action Taken: Gibson moved to approve the Project Management Fee. Radcliffe seconded the motion and motion was approved unanimously.**

- **Olive PR**

- **PR and Social Media Report**

Jones provided the public relations and social reports. The focus in April and May so far have been the bollards announcement, which received a higher-than-normal open rate for the newsletter, and several Mother's Day promotions. Over the last month, there have been 415 new followers across all social platforms, 366K impressions and over 5.7K total engagements. Use of the GIFs have grown to 557K views.

- **Parking Management Committee**

*Next Committee Meeting – July 10, 2023 – 9:00am (Maybe June)*

Committee Chair: Henry Sears

- **Project Tracker**

Resolution: Shall the Board of Directors and the President of the Redwood City Improvement Association authorize the payment of the Project Management Fee of \$100.00 per hour, not to exceed 1000 hours per fiscal year, to Chamber San Mateo County for the Parking Management Committee December 2022 – March 2023. \$5,100.00 for 51 hours (see enclosed).

**Action Taken: Rezab moved to approve the Project Management Fee. Nadim seconded the motion and motion was approved unanimously. Vuong abstained.**

**6. Executive Directors Report**

- (Basques for Buckmaster) informed the Board of Directors that the Theatre Way bollards installation began May 8, 2023. Completion scheduled for end of June 2023.

**7. New Business**

Beth shared information about the Summer Concerts fundraiser on May 19<sup>th</sup> from 6-8pm, as well as the Almost-Mother's Day event on May 13<sup>th</sup>.

Rezab shared her concern about the unhoused sleeping in the elevators of the Jefferson parking garage. Rezab informed the Redwood City Police Department and was told the gate was broken, so the garage is open 24/7.

**8. Adjournment**

Adjourned at 12:27 pm.

**9. Next Board Meeting: Wednesday, June 14, 2023**

\*Beginning June 1, 2023, the RCIA's new address will be 255 Shoreline, Suite 150, Redwood City, 94065

**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 all Board and Committee agendas at 1450 Veterans Boulevard, Suite 125, Redwood City, CA 94063. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Amy Buckmaster, Executive Director (650.362.5017) at least 48 hours prior to the meeting.*