



BOARD OF DIRECTORS MEETING

Friday, April 20, 2018, 10:00 A.M.

Wilmington Municipal Building

544 N. Avalon Blvd.

Wilmington, CA 90744

BOARD MEMBERS:

David Sloane, Chair; Gisele Fong, Vice Chair; David Thornburg, Treasurer; Ed Avol, Secretary; Angelo Logan, Director; Cristin Mondy, Director; and Jayme Wilson, Director

HCBF: Meghan Reese, Executive Director; Tamanna Rahman, Program Assistant

LEGAL COUNSEL: Michael Jenkins, Jenkins & Hogin LLP

AGENDA

ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS

ITEM B. STAFF REMARKS

ITEM C. BOARD MEMBER REMARKS

ITEM D. GUEST PRESENTATIONS

None

CONSENT ITEM(S)

**ITEM 1. REVIEW AND APPROVAL OF HCBF BOARD MEETING MINUTES DATED March 16th
(Attachment 1)**

Recommendation to Board: Approval of the minutes of the HCBF Board meeting March 16, 2018.

REGULAR ITEM(S)

ITEM 2. ARMANINO PRESENTATION - REVIEW AND APPROVAL OF AUDIT FOR 2017 (Attachment 2)

SUMMARY: A copy of the proposed Audit, 990, and supporting documents for 2017 are attached for the Board's review and discussion. Fred Warga from Armanino will present an overview of the attached documents.

1. Audit Packet

Recommendation to Board: Approval of the annual Audit and 990 for FY 2017.

ITEM 3. DISCUSSION – FILLING BOARD MEMBER SEATS

SUMMARY: Pursuant to HCBF's bylaws, paragraph 7.1.3, "After the first six years of the Corporation's existence, each Director position must be filled according to its respective specified qualifications, if any, in alphabetical order (A-G), provided however that in no event shall more than two (2) Directors be an individual or organizational representative of the TraPac Appellants." David Sloane's Director seat (E) and Officer position (Chair) will term out effective May 2018. The discussion is continued from the previous board meeting.

Recommendation to Board: Board shall discuss filling the upcoming board member Seat E and officer vacancy.

ITEM 4. REVIEW AND APPROVAL OF COMMUNICATIONS PLAN SCOPE OF WORK (Attachment 3)

SUMMARY: At the March 16th Board meeting Staff and Board members discussed the development of a robust communications plan. Staff has been in contact with James Suazo from Long Beach Forward who developed a Scope of Work for HCBF's Communications Plan. A copy of the following document is attached for review:

1. Scope of Work – James Suazo, Long Beach Forward

Recommendations to Board:

1. Review and approve the attached Scope of Work for HCBF's Communications Plan.
2. Authorize the Executive Director to enter into a contract with LB Forward and spend an amount not to exceed \$3000.

ITEM 5. QUORUM FOR ANNUAL MEETING ON MAY 18th, 2018

SUMMARY: The Board shall discuss if there will be a quorum for the annual Board of Directors meeting in May, or if a new meeting date should be scheduled.

Recommendation to Board: Board shall discuss the date for the Annual Board of Directors meeting.

ITEM 6. MEETING ADJOURNMENT

Next Meeting:

Friday, May 18, 2018, 10:00 A.M.

TBD

PUBLIC BOARD MEETINGS:

Public Input: An opportunity for the public to address the Board on Agenda items or other items germane to the business of the Board will be provided before or during consideration of the item. Members of the public who wish to speak on any item are requested to complete a speaker card for each item they wish to address, and present the completed card(s) to the Staff. A speaker will be limited to (3) minutes to speak on public interest items.

Agendas: Agendas contain a brief description items to be considered. Where Staff recommendations are made, please note that the Board may exercise its discretion to take action on any action item, up to and including final approval.

Quorum: 4 members of the Board constitute a quorum for the transaction of business. Consent items may be approved without discussion.

Regular Meetings: The Board shall meet regularly, typically on a monthly basis (times and locations To Be Determined). Agenda is subject to revision in accordance with the Brown Act. Agendas will be available in hard copy at the meeting.

Harbor Community Benefit Foundation does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, and translation services may be provided. If you require special assistance to participate in this meeting, you must submit your request in writing to the above address at least one week prior to the meeting.

HCBF can be contacted at (310) 997-7116. www.hcbf.org