



**HARBOR COMMUNITY  
BENEFIT FOUNDATION**

**MINUTES OF THE  
HCBF BOARD OF DIRECTORS MEETING**  
Sunday, October 21st, 2018, 10:00 A.M.  
**302 W. 5<sup>th</sup> Street, Suite 200**  
**San Pedro, CA 90731**

**BOARD MEMBERS:**

**PRESENT:** Gisele Fong, Chair; Ed Avol, Vice Chair; Jayme Wilson, CFO/Treasurer; Cristin Mondy, Secretary; Angelo Logan, Director; and Richard Havenick, Director

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

LEGAL COUNCIL: Michael Jenkins; Best Best & Krieger (Absent)

Meeting was called to order at 10:12 A.M.

**AGENDA**

**ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**ITEM B. STAFF REMARKS**

1. Round 7 grant cycle will be an agenda item at the November board meeting.
2. Next Friday (Oct 26<sup>th</sup>), the AQMF LOI responses are due. At the November meeting, the Board will receive an update on the applications that were received and review the draft RFP.

**ITEM C. BOARD MEMBER REMARKS**

1. Richard Havenick read an excerpt from a North West San Pedro Neighborhood Council newsletter that presents public interest in the San Pedro Noise Study (that is currently under review) and also referenced the request by the neighborhood council to do another study, which could not be done at this time.

**ITEM D: GUEST PRESENTATIONS**

None

**CONSENT ITEM(S)**

**ITEM 1. REVIEW AND APPROVAL OF HCBF BOARD MEETING MINUTES DATED SEPTEMBER 28, 2018 (Attachment 1).**

**Board voted to approve the minutes of the HCBF Board meeting dated September 28, 2018**  
Motion by Richard Havenick. Seconded by Jayme Wilson. Approved unanimously.

## **REGULAR ITEM(S)**

### **ITEM 2. HCBF PLANNING SESSION**

**Summary:** At the September 28<sup>th</sup> board meeting, the Board discussed the need for a short-term action plan designed around HCBF's personnel and finance needs to find the best option for the remaining funds. The Board had selected Mr. Zoot Velasco to facilitate this planning process and to draft a report based on the outcomes of the meeting.

With guidance from Mr. Velasco, the Board and HCBF Staff discussed the mission of HCBF to help frame the conversation. Board discussed past and current approach to grant funding, a narrow vs. broad approach. Board members highlighted the need for "making visible differences." An 80/20 approach was discussed where 80% of funds would go for depth to address a major community issue, and 20% would support issues of community interest at the broader level. Mr. Velasco shared that this approach may work with a collective impact project that is coordinated by funders in a strategic partnership. Mr. Velasco provided some examples of this model being implemented locally in California.

Mr. Velasco then facilitated the discussion of the potential options available to the Board in using the remaining HCBF funds. The Board and HCBF Staff discussed the benefits and challenges of the following options: establishing an endowment, hiring a new CEO, establishing a working Board, and spending down in a purposeful way by establishing a strategic alliance, or implementing a collective impact project. Following extensive discussions, Board decided to spend down current funds using a collective impact project approach.

Additional outcomes of the planning session include the following: HCBF will keep current staffing, Meghan Reese will remain as Executive Director, Tamanna Rahman will go full-time when needed, Board will have a closed session at the November Board Meeting to discuss HR issues, HCBF may contract with Mr. Velasco for the initial phase of collective impact project planning, continue with AQMF as planned, but hold on Community Benefit grant funding until further discussion. Mr. Velasco will prepare a report that summarizes the outcomes of the planning session and presents a broad timeline for implementing a collective impact project approach. Board will review and discuss at November board meeting.

### **ITEM 4. MEETING ADJOURNMENT**

Meeting was adjourned at 12:56 P.M.

I have reviewed the above minutes for accuracy and approve them:

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Cristin Mondy, Secretary

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Date