



**HARBOR COMMUNITY  
BENEFIT FOUNDATION**

**BOARD OF DIRECTORS MEETING  
San Pedro Municipal Building  
638 S. Beacon Street, Room 452, San Pedro, CA 90731  
Friday, December 4, 2015, 10:00 A.M.**

**BOARD MEMBERS:**

Sean Hecht, Chair; David Sloane, Vice Chair; Michele Prichard, Treasurer; Cristin Mondy, Director; David Thornburg, Director; and Kathleen Woodfield, Director

HCBF: Ben Schirmer, Meghan Reese, and Ata Khan

LEGAL COUNSEL: Michael Jenkins, Jenkins & Hogin LLP

**AGENDA**

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

**ITEM B. EXECUTIVE DIRECTOR REMARKS**

**ITEM C. BOARD MEMBER REMARKS**

**ITEM D. GUEST PRESENTATION(S)**

**NONE**

**CONSENT ITEM(S)**

**ITEM 1. REVIEW AND APPROVAL OF MINUTES OF HCBF BOARD MEETING DATED OCTOBER 16, 2015**

**Recommendation to Board: Approval of the minutes of the HCBF Board meeting dated October 16, 2015.**

**REGULAR ITEM(S)**

**ITEM 2. BOARD OF DIRECTORS ELECTION**

**SUMMARY:** On May 31, 2011, the HCBF Board of Directors convened for the first time. Board members are limited to three terms. In 2013 founding Director seat D, Michele Prichard, was re-elected to a second two-year term, concluding in May 2015. Under HCBF's bylaws, appointments and reappointments to these Board member seats require nomination by outside entities.

The nominating party for Director seat D, The Mayor of Los Angeles, has reappointed Michele Prichard, per Section 7.1.2 of the HCBF Bylaws (see attached Exhibit A, Mayor's reappointment letter).

**Recommendations to Board:**

1. **Board shall consider and vote to re-seat Director Seat D, following the Major's reappointment, for a term of no more than two years, if the prerequisites for such a vote are met by the time of the Board meeting.**

**ITEM 3. OFFICER ELECTION**

**SUMMARY:** Officers serve for renewable one-year terms. HCBF's Bylaws have been updated, and approved by BOHC, to eliminate a prior four-year term limit for Officers. HCBF, at this meeting, should fill the Officer position of Secretary, previously held by Jesse Marquez, currently open as of September 18, 2015.

**Recommendations to Board:**

1. **Board shall consider and vote on the nomination of Kathleen Woodfield as Officer (Secretary) for a one-year term concluding on or about May 31, 2016.**

**ITEM 4. REVIEW AND APPROVE THE 2016 BOARD OF DIRECTORS MEETING CALENDAR (See attached, Exhibit B)**

**ITEM 5. CREATE HEALTHY HARBOR AD-HOC COMMITTEE FOR THE PURPOSE OF RFP DEVELOPMENT AND GRANT REVIEW**

**SUMMARY:** Staff requests creating an Ad-Hoc committee, to assist in the development of Healthy Harbor, Round 5, Request for Proposals and grant application review.

**Recommendations to Board:**

1. **Board shall consider and vote on the creation of an ad-hoc committee to assist Staff in the development of a Request for Proposal for Healthy Harbor, Round 5, and for the review of grant applications.**

**ITEM 6. CREATE AN AD-HOC GIFT ACCEPTANCE POLICY COMMITTEE**

**SUMMARY:** Staff and the Board have previously discussed developing a gift acceptance policy for HCBF. The voted upon committee will assist in the development of this policy.

**Recommendations to Board:**

2. **Board shall consider and vote on the creation of an ad-hoc committee to assist Staff in the development of a Gift Acceptance policy for HCBF.**

**7. MEETING ADJOURNMENT**

**Next Meeting:**

As determined in Item 4 above.

**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.

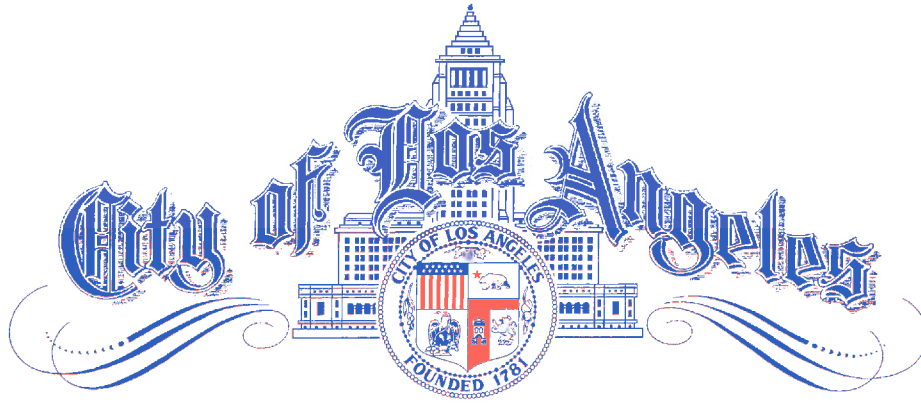
Agendas: Agendas contain a brief description items to be considered. Where Staff recommendations are made, please note that the Board may exercise its discretion to take action on any action item, up to and including final approval.

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](http://www.hcbf.org) or [info@hcbf.org](mailto:info@hcbf.org)



ERIC GARCETTI  
MAYOR

November 9, 2015

Mr. Eugene Seroka  
General Manager  
Port of Los Angeles  
425 South Palos Verdes Street, 5<sup>th</sup> Floor  
San Pedro, CA 900731

Dear Mr. Seroka:

I am pleased to inform you that I am reappointing Michele Prichard to serve on the Trans Pacific Container Service Corporation (TraPac) Nonprofit Board with the term ending June 30, 2017.

I certify that in my opinion Ms. Prichard is especially qualified by reason of training and experience for the work that will devolve upon her, and that I make the appointment solely in the interest of the City.

Sincerely,

A handwritten signature in blue ink, appearing to read 'E. Garcetti', is positioned above the printed name.

ERIC GARCETTI  
Mayor



**2016 Board of Directors Meeting Calendar**

<b>1/15/16, 10:00 A.M.</b>	<b>Board of Directors Meeting</b> San Pedro Municipal Building, Room 452 638 S. Beacon St., San Pedro, CA 90731
<b>2/19/16, 10:00 A.M.</b>	<b>Board of Directors Meeting</b> Wilmington Chamber of Commerce 544 N. Avalon Blvd., Wilmington, CA 90744
<b>3/18/16, 10:00 A.M.</b>	<b>Board of Directors Meeting</b> San Pedro Municipal Building, Room 452 638 S. Beacon St., San Pedro, CA 90731
<b>4/15/16, 10:00 A.M.</b>	<b>Board of Directors Meeting</b> Wilmington Chamber of Commerce 544 N. Avalon Blvd., Wilmington, CA 90744
<b>5/20/16, 10:00 A.M.</b>	<b>Annual Board of Directors Meeting</b> San Pedro Municipal Building, Room 452 638 S. Beacon St., San Pedro, CA 90731
<b>6/17/16, 10:00 A.M.</b>	<b>Board of Directors Meeting</b> Wilmington Chamber of Commerce 544 N. Avalon Blvd., Wilmington, CA 90744
<b>7/15/16, 10:00 A.M.</b>	<b>Board of Directors Meeting</b> San Pedro Municipal Building, Room 452 638 S. Beacon St., San Pedro, CA 90731
<b>8/19/16, 10:00 A.M.</b>	<b>Board of Directors Meeting</b> Wilmington Chamber of Commerce 544 N. Avalon Blvd., Wilmington, CA 90744
<b>9/16/16, 10:00 A.M.</b>	<b>Board of Directors Meeting</b> San Pedro Municipal Building, Room 452 638 S. Beacon St., San Pedro, CA 90731
<b>10/21/16, 10:00 A.M.</b>	<b>Board of Directors Meeting</b> Wilmington Chamber of Commerce 544 N. Avalon Blvd., Wilmington, CA 90744
<b>11/18/16, 10:00 A.M.</b>	<b>Board of Directors Meeting</b> San Pedro Municipal Building, Room 452 638 S. Beacon St., San Pedro, CA 90731
<b>12/16/16, 10:00 A.M.</b>	<b>Board of Directors Meeting</b> Wilmington Chamber of Commerce 544 N. Avalon Blvd., Wilmington, CA 90744