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

BOARD MEMBERS:

Present: Sean Hecht, Chair; David Sloane, Vice Chair; Kathleen Woodfield, Secretary; Cristin Mondy, Director; and David Thornburg, Director

Absent: Michele Prichard, Treasurer

LEGAL COUNSEL: Shahiedah Palmer, Jenkins & Higin LLP
HCBF STAFF: Ben Schirmer, Ata Khan, Meghan Reese

Meeting called to order at 10:03 A.M.

ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS

• Stan Tomsic from PortTech invited the Board and Staff to their Open House on December 10, 2015.
• Stephanie Mardesich from the San Pedro International Film Festival presented to the Board about their latest program.

ITEM B. EXECUTIVE DIRECTOR & STAFF REMARKS

• Ben Schirmer updated the Board on the following:
  o He met with Doane Liu from the Port of Los Angeles to discuss HCBF presenting an annual review to the BOHC. The presentation is temporarily scheduled for March 2016.
  o HCBF offices will be closed December 24th-January 1st.

ITEM C. BOARD MEMBER REMARKS

• Kathleen Woodfield updated the Board on a tour she received of the China Shipping terminal.
• Cristin Mondy followed up with the Board regarding a request from a previous meeting. She gave Ben Schirmer a copy of an email containing the phone number for cleanup enforcement regulated by the city.
• Sean Hecht updated the Board on the following approvals from the BOHC:
  o HCBF’s 2016 Operating Budget
  o Community Benefit Grants, Round 3
  o China Shipping Agreement

ITEM D. GUEST PRESENTATIONS

None

CONSENT ITEMS
1. REVIEW AND APPROVE MINUTES OF HCBF BOARD MEETING DATED October 16, 2015

Motion by David S. Seconded by David T. Carried unanimously.

REGULAR ITEM

2. BOARD OF DIRECTORS ELECTION
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 this Board member’s seat requires nomination by the Mayor’s office. 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.

Board resolved to:
   1. Re-seat Director Seat D, Michele Prichard, for a term of no more than two years, ending May 2017.

Motion by David S. Seconded by Kathleen W. Carried unanimously.

3. OFFICER ELECTION
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, voted to fill the Officer position of Secretary, previously held by Jesse Marquez, currently open as of September 18, 2015.

Board resolved to:
   1. Approve the nomination of Kathleen Woodfield as Officer (Secretary) for a one-year term concluding on or about May 31, 2016.

Motion by David S. Seconded by Cristin M. Carried unanimously.

4. REVIEW AND APPROVE THE 2016 BOARD OF DIRECTORS MEETING CALENDAR

   1. Approve the 2016 Board of Directors calendar as amended for the months of March 2016 and May 2016.

Motion by David S. Seconded by David T. Carried unanimously.

5. CREATE HEALTHY HARBOR AD-HOC COMMITTEE FOR THE PURPOSE OF RFP DEVELOPMENT AND GRANT REVIEW
Staff requested the creation of an Ad-Hoc committee, to assist in the development of Healthy Harbor, Round 5, Request for Proposals and grant application review.

Board resolved to:
   1. Approve the creation of an ad-hoc committee, consisting of Kathleen Woodfield, Cristin Mondy, and Sean Hecht, to assist Staff in the development of a Request for Proposal for Healthy Harbor, Round 5, and for the review of grant applications.

Motion by David T. Seconded by David S. Carried unanimously.

6. CREATE AN AD-HOC GIFT ACCEPTANCE POLICY COMMITTEE
Staff and the Board previously discussed developing a gift acceptance policy for HCBF. The voted upon
committee will assist in the development of this policy.

Board resolved to:
1. Approve the creation of an ad-hoc committee, consisting of David Sloane, Michele Prichard, and Sean Hecht, to assist Staff in the development of a Gift Acceptance policy for HCBF.
2. Amend the term “Gift Acceptance Policy” to “Gift and Donation Acceptance Policy.”

Motion by Kathleen W. Seconded by Cristin M. Carried unanimously.

7. MEETING ADJOURNED

The meeting was adjourned at 10:48 A.M.

I hereby certify that these minutes have been approved.

[Signature]

Kathleen W., Secretary

January 15, 2015