

**Executive Committee Meeting
Monday, January 11, 1998, 7:30 AM
814 Mission Street, Suite 601, San Francisco, CA
Minutes**

1. Quorum Seated (7:55):

Present: Charles Range (by telephone, 7:55-8:15), Jeff Roth, Jim Berk, Dr. Will Warner, Antoinetta Stadleman, Marty Cerles
Staff: Ann Grogan, Jerry Clark
Agency Staff: Bill Carney (8:43)

2. Resignation (7:56) - Mr. Roth distributed two resignation letters by Barbara Cummings and resignation noted for the record.

Internal Business

3. Special appearance by telephone of Mr. Range (8:00)

A. Motion: *"The authorizing signature for purchase of items under \$1,000 shall be with the signature of two officers of which one shall be the Chair or Assistant Chair."*

Motion amended by suggestion of Dr. Warner to read:

Amended Motion: *"The authorizing signature for purchase of items between \$100 and \$1,000 shall be with the signature of two officers of which one shall be the Chair or Assistant Chair".*

Dr. Warner seconded the Amended Motion.

Vote: Yes: 4 No: 2 Abstain: 0 Motion passes

B. Motion: *"Expenditures from the petty cash fund do not require an officer's signature. Staff shall be authorized to expend up to \$500 per month from petty cash. Any expenditure beyond this level shall only occur in emergency situations and shall require the signature of two officers of which one shall be the Chair or the Assistant Chair."*

Vote: Yes: 5 No: 1 Abstain: 0 Motion passes

C. Motion: *"All Committee Chairs shall provide staff with an advance copy of their meeting agenda and minutes."*

Motion amended by suggestion of Mr. Cerles to read:

Amended Motion: *"All Committee Chairs shall provide staff with an advance copy of their meeting agenda."*

Dr. Warner seconded the Amended Motion.

Vote: Yes: 6 No: 0 Abstain: 0 Motion passes

D. Motion: *"The Land Use Committee is a special committee. In the spirit of the action from the last executive committee meeting concerning limiting the duration of special committees, I recommend that the Land Use Committee be discontinued as a special committee."*

Motion amended by suggestion of Mr. Cerles to read:

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Amended Motion: *“The Land Use Committee is a special committee. In the spirit of the action from the last executive committee meeting concerning limiting the duration of special committees, I recommend that the Land Use Committee be discontinued as a special committee as of January 19.”*

Mr. Cerles seconded the Amended Motion.

Vote: Yes: 5 No: 1 Abstain: 0 Motion passes

4. Approval of minutes of December 14, 1998 meeting - The minutes were approved with the exception of item 5A (authorization for staff to purchase) to be clarified at the next meeting by reference to Mr. Roth’s meeting notes.

5. Policy Guidelines (8:35) - Staff were advised to submit unresolvable conflicting work priorities or time conflicts to the Chair or Executive Committee.

6. Clarification of Treasurer’s Responsibilities (8:50) - Postponed due to absence of Mr. Jucson.

7. Treasurer’s Report - Postponed due to absence of Mr. Jucson.

8. Filling PAC SRO vacancy (8:51) - Staff were directed to post notice for two SRO vacancies.

9. Motion: (9:00) *“The PAC staff is hired to fulfill PAC tasks and assist PAC officers, members and the public. The PAC staff will comply fully with the PAC bylaws in performing these functions.”*

Vote: Yes: 2 No: 3 Abstain: 0 Motion fails

10. Motion: (9:20) *“The PAC membership is made up of fifteen individual members in eight categories and six community organizations. PAC stationery will list the categories and the community organizations while each PAC meeting agenda will list the current names of the individual members and the current names of the community organizations.”*

Motion was amended by suggestion to read:

Amended Motion: *“The PAC membership is made up of fifteen individual members in eight categories and six community organizations. PAC stationery and PAC meeting agendas and other computer generated documents will list the current names of the individual members and the current names of the community organizations.”*

Vote: Yes: 3 No: 0 Abstain: 2 Motion passes

11. Motion: (9:35) *“To implement the two disclosure motions passed at the Regular PAC meeting in October, the Chair is asked to write all PAC members and all organizations doing business with the PAC requesting the required information.”*

Dr. Warner seconded the motion.

Vote: Yes: 4 No: 1 Abstain: 0 Motion passes

12. Item 10 re: bylaws (9:45) - Deleted due to clerical error.

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Other Business

13. Agency Reports (9:45) - See attached report.

14. Committee Reports (10:15)

A. No action items reported by any committee.

B. Special committee meetings announced:

- 1) Land Use Committee - Tuesday, January 12, 5 PM at PAC office
- 2) Housing Committee - Thursday, January 14, 5 PM at PAC office

15. Other Items (10:25)

A. Copier Lease - Mr. Roth proposed the following motion:

Motion: *"To add an agenda item for review and approval of proposed lease of Xerox copier submitted by staff."*

Vote: Yes: 6 No: 0 Abstain: 0 Motion passes

The Executive Committee approved the lease proposed by staff.

B. Bloomingdale's and Federal Building Mitigation Proposal Research Report - Staff were directed to prepare comments for presentation at the January 19, 1999 PAC meeting.

16. PAC Agenda Established (10:30)

A. Report by Chair

B. Agency Items:

- 1) Blight Report, continued.
- 2) Budget Process.
- 3) Agency Report
- 4) Bloomingdale's Report

C. Staff Report - Bloomingdale's Mitigation Proposals

D. Delta Hotel Housing Project (Action, 10 minutes)

E. Boundaries (Action, 10 minutes)

F. Land use Committee (Action, 10 minutes)

G. Funding of additional SROs on Sixth Street (Action, 10 minutes)

H. February PAC meeting scheduled for Tuesday, February 16, not 15.

Meeting adjourned (10:35).

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