

ED Report
October 2022

10.19.2022

✓ Completed ○ In Process ⇒ Request **Front Burner**

COMMUNICATION & OUTREACH

Fall music series

- Scheduling vendors, and managing deposits and payments. Managing event accounting integration with GBD records. Applied for Power Station grant for event #3.

Esprit Park Renovation

- The contract with Bauman Landscaping has been approved by the RecPark Commission and the department is ready to issue a Notice to Proceed. UCSF funds for the project – over \$4M – have been transferred to the City.
- Required and recommended tree removals have been discussed in all recent public hearings, without much comment, but trees slated for removal were actually posted this month. Several appeals have been filed, primarily by members of Toes & Paws, and a hearing about the removals will be held Monday, October 24 at 5:00 pm. Most trees on the site will be retained. New trees, more adapted to the site and climate, and providing better habitat conditions, will be added. Grading will improve drainage, help define and separate park areas, and allow for soil augmentation, but requires some adjustment in planting. If marginally healthy trees are not replaced now, the park will have to suffer major disruption in the future when they do fail.

Annual Report

- Worked with Anh and Jessica to compile financial data and performance metrics for FY 21-22.
- Scheduled and completed board photos (except one, you know who you are).
- Contacted GBD founders to solicit their recollections of the creation of the GBD.
- Began working with the designer on layout and concept.

Monthly

- Wrote text and processed images for the monthly blast
- Sent monthly item to the Potrero View

FINANCE

Annual financial review

- Completed the GBD 21/22 financial review.

990 Return

- Working with the GBD's CPA on our 990 return. (Form 990 is an informational tax form that tax-exempt organizations must file annually. It gives the IRS an overview of the organization's activities, governance and detailed financial information, and includes a section for the organization to outline its accomplishments in the previous year to justify maintaining its tax-exempt status.)

CAPITAL

Vermont Greenway

- Attended a fun and informative talk with Liam O'Brien on butterflies and habitat at the Eco-Patch, organized by Noreen Weeden and the Eco-Patch group.
- Working with Surfacedesign on updated concepts for the Greenway
- Working with Jean Bogiages to set up meetings with the Eco-Patch and MUNA groups to review and discuss Surfacedesign's concepts.

Iowa Street Garden

- Construction of the garden has started with the digging of trenches for the irrigation and installation of irrigation pipe.

Minnesota Grove

- Awaiting bid results for the renovation work.
- Mapping water usage over the past 2 years to try to understand the use fluctuations. Eager for installation of the new water meter and irrigation system that will come with the Public Works renovation.

Power Station Grant

- Completing paperwork and transfer details for the \$10,000 grant from the Power Station Foundation.

CCG Grants

- Finalized CCG agreements for the Iowa St Garden (\$75,000) and Vermont St Greenway (\$150,000) projects.
- Acquired new insurance waivers required by the City Attorney

ADMIN

Executive Directors Search

- Working with the Executive Search committee

Renewal Committee

- Working with the Renewal Committee

In-person meeting locations

- Coordinated with the Institute for Contemporary Art on the board meeting for October 19.