

Minutes of BACLF Board Meeting

September 13, 2021

The meeting was called to order at 5:06pm. In attendance were Andi Biren, Eihway Su, Terry Koch Nancy Lowenthal, and Carissa Clay (guest).

1. Approval of Minutes and email motions. The minutes of the July 12, 2021 meeting were approved. The preceding email votes approving issuance of quarterly grants to NLGSF and SFTU (\$15,582.62 and \$10,000 respectively) were confirmed.
2. BACLF Contact. contact@baclf.org. Any outstanding issues regarding access to this account have been resolved.
3. Financials. The Board agreed to use the templates for Income and Budget Statement and Cash Flow Statement developed by Andi Biren. Andi is willing to do the Financials based on Terry's checkbook and records and the Board authorized Andi to terminate the services of our current bookkeeper Stephanie Daniels.
4. Reserves. Andi moved, Nancy seconded, and the Board approved a motion to set aside \$30,000 for Reserves.
5. Expenses. Terry moved, Andi seconded, and the Board approved a motion to pay \$270 for the replacement of the deadbolt on the front door.
6. Insurance. The annual insurance payments are paid up and current. The fire insurance coverage has been upgraded to \$2 million. Nancy needs to request insurance certificates from all lessees and sub-lessees.
7. Update re Lugg On-Demand Moving & Delivery. We paid \$2101.17 (including tip). Terry suggested that, in the future, we use union shops (e.g., Recology). All previous erroneous/fraudulent charges attributable to the company's non-secure app have been reversed.
8. Building Matters.
 - A. There are 6 boxes remaining in the basement that belong to NLG, but it was agreed that we should not hire a shredder to come for such a small number of boxes.
 - B. Mold has been observed in the basement. Carissa will look for a contractor to give us an opinion about whether there are cracks or leaks causing the problem and an estimate if foundation work needs to be done. She will also try to obtain an estimate for waterproofing if recommended.
 - C. Carissa will also look for additional estimates for the driveway work, as the Board was concerned about the amount of the prior quote we received.

D. Andi moves that we find an arborist for advice re: i) how to kill the roots of the CMC tree and ii) the extent to which the driveway damage is the responsibility of CMC. The motion was approved. Carissa will take a photo of the driveway damage to send to Julie Steinberg (CMC's ED) and/or Andy Huber (CMC's Dir. F&O) and ask that their arborist look at the driveway within the next week.

Next Meeting. November 29 at 5:00 pm (possibly sooner if Carissa has a report on the basement/driveway work that requires Board action)

The meeting was adjourned at approximately 6:05pm

Nancy Lowenthal, Secretary