SANTA FE RAILYARD COMMUNITY CORPORATION
Board of Directors' SPECIAL Meeting
Tuesday, February 17, 2023, 10:02 a.m. – 11:29 a.m.
In Person @ SFRCC & via Zoom Conference Call

Board Members Attending: Steve Robinson (President), Oscar Rodriguez (Treasurer), Rosemary Romero, Chris Calvert, Ron Pacheco, Michael Chamberlain, Bob Dunn, Ouida MacGregor, Richard Czoski, Patrick Varela

Board Members Absent: Jacques Paisner (Vice President) and Ellen Bradbury (Secretary)
Staff Attending: Christine Robertson (Executive Director), Brooke Czoski (Director of Events & Marketing), Valarie Lyon-Vigil (Taking Minutes)

Public: None Present

Call to Order: The meeting was called to order at approximately 10:02 a.m. by Steve Robinson, President of the Board.

Approval of Agenda: The agenda was unanimously approved, motion by Ouida MacGregor, 2nd by Rosemary Romero.

Public Comments: No Public Comment

Purpose of the meeting:

- Develop an understanding of next steps for IFAM
- Clarify roles and responsibilities between Board and Staff

Welcome/review purpose/determine quorum

A quorum is present.

Status of Policies & Procedures posting to the website & next steps

Christine & Brooke will present on the Policies & Procedures. Christine requested the Policies & Procedures be discussed in Executive Session since the Policies & Procedures are still being processed through the City of Santa Fe committees.

Executive Session

Chris Calvert made a motion to ENTER Executive Session at 10:06 a.m., 2nd by Richard Czoski

The Board of Directors met in closed Executive Session, pursuant to exceptions to the Open Meetings Act, and nothing was discussed except possible disposition of real property, potential litigation review, and personnel matters, and no final action was taken during the Executive Session. No minutes taken.

Chris Calvert made a motion to EXIT Executive Session at 10:27 a.m., 2nd by Rosemary Romero.

Outcomes from the site visit & Review of Reservation Documents:

Brooke presented IFAM updates via a PowerPoint presentation. The presentation included the following items:

- IFAM event history and staff
- Railyard Event Team for IFAM – SFRCC, Santa Fe Conservation Trust & Railyard Park Conservancy, City of Santa Fe (Public Works, Parks, Code Enforcement, Parking Division, Transit, Police & Fire Departments)
- Special Events Checklist is used for any large event, Brooke reviewed all items in the checklist.
- Special Events Reservation form, a working document that gets updated as items are confirmed.
- SFRCC/IFAM Shared Working Document – Brooke created to track items for the IFAM event and is updated after each weekly meeting with Jared from IFAM.
- Wifi installment – In progress
- Brooke will be onsite during set up, event and take down of the event.
- Security Contract – IFAM will provide an outline of the locations & times of the Security Plan.
- Neighborhood Impact Plan – communicate with the tenants/neighborhoods via email starting 2 months prior to the event. IFAM will create the neighborhood notice and SFRCC will approve it prior to distribution.
- Parking – A traffic plan is being developed, that'll include bike valet, City Bust Shuttle, trains, Railrunner & crossing guards. IFAM will publish transportation options, crossing guards will direct traffic to the parking garage. Uber/Lyft drop off locations will be identified. IFAM to request the city remove all their company vehicles from the garage. IFAM is also working with Michael Trujillo to utilize additional lots for parking & assist with traffic control/available private parking lots.
- February 6, 2023 Site visit – In attendance were IFAM, RY Park Conservancy, SF Conservation Trust & City of SF Parks Department. It was a very productive meetings, all concerns were addressed. The entrance location was changed. The conservancy will create a "lounge space", pedestrian rails will be used for the fencing, IFAM & Conservancy volunteers will work to keep foot traffic on the paths throughout the park, IFAM/Site SF are planning a collaboration event,
- February 21, 2023 – IFAM will be meeting with the city on 2/21/23 regarding the street closure procedure.
- SF Conservation Trust sent their letter of support of the IFAM event in being held in the park to the City of Santa Fe.
- City wide stakeholders meeting will be held in Mid – March to discuss the site plan, parking, shuttle and traffic plan, including the street closure plan.
- Melissa Mann, IFAM Executive Director, is available to all Board members if there are any questions or concerns.
- IFAM is discussing creating special promotions, i.e. discounts with your IFAM ticket etc. for the SFRCC tenants.
- Invitation to all Board members to volunteer with IFAM, the RY Park Conservancy and as a SFRCC Ambassador.
- Brooke's power point presentation will be sent out to the Board.

Staff plan for ensuring that IFAM is a success:

- Brooke will send out the SFRCC/IFAM working document to the Board after her weekly meeting with Jared on Fridays. Then the Board may reach out directly to Brooke with any questions or concerns.
- Chris asked to place the IFAM event update item on the Board and Leasing/ADR meetings list.
- A Special Board meeting could be called if any major issues come up outside of Committee & Board Meetings.
- Identify neighborhood associations and businesses who will be impacted by the IFAM event and create the notification as event gets closer. Rosemary suggested using the "next door" app to locate neighborhood associations.
- Ouida stated that the Board is here to support and make sure all events are a success. Communication keeps the Board updated and they're available to assist with any SFRCC needs.

Being no further requests for business Ron Pacheco motioned to adjourn, 2nd by Ouida MacGregor and the meeting was adjourned at approximately 11:29 a.m.

Respectfully submitted,

Valarie Lyon – Vigil, SFRCC Operations Manager

Signed by: Ellen Bradbury Reid

Name: Ellen Bradbury Reid

Title: SFRCC Board Secretary

Date: 3-16-23