

SANTA FE RAILYARD COMMUNITY CORPORATION

Board of Directors' Meeting

Tuesday, March 12, 2024, 5:00 – 6:30pm

SFRCC 332 Read Street, Santa Fe, NM 87501 & via Zoom Conference Call

Board Members Attending: Chris Calvert (President), Jacques Paisner (Vice-President), Oscar Rodriguez (Treasurer), Ellen Bradbury (Secretary), Michael Chamberlain, Richard Czoski, Robert Dunn, Ron Pacheco, Rosemary Romero

Board Members Attending via Zoom:

Board Members Absent: Patrick Varela

Staff Attending: Christine Robertson (Executive Director), Valarie Lyon – Vigil (Operations Manager – taking Minutes), Brooke Scarborough (Director of Events & Marketing)

Public: None

Call to Order: The meeting was called to order at approximately 5:00pm by Chris Calvert (President).

Approval of Agenda: The March 12, 2024, Agenda was unanimously approved as presented, motion by Oscar Rodriguez, 2nd by Ron Pacheco.

Approval of Meeting Minutes: The REGULAR Board meeting minutes of February 13, 2024 were unanimously approved, motion by Richard Czoski, 2nd by Rosemary Romero.

Public Comments: No Public Comments.

New Business:

Meeting Etiquette

- Chris Calvert -Board President, provided meeting etiquette recommendations to the Board. Recommendations included responding to SFRCC Staff emails, specifically RSVP'ing to meeting invites, if you need a printed packet. Packets are sent out early so Board members may be prepared for meetings, by reviewing the packet & asking questions that may be researched prior to the meeting. If email is not meeting related, please respond to their request in a timely manner.
- Michael Chamberlain asked if there are job descriptions for the Board Members and Executive Committee roles and responsibilities. Chris stated that a description is in the By-Laws but may be a topic for discussion at the Board Retreat.

Elect "At Large" For Executive Committee

- Bob Dunn made a motion to nominate himself for the "At Large" member of the Executive Committee, 2nd by Ron Pacheco, motion unanimously passed.
- Rosemary Romero stated that the Committee report she provided at the February meeting includes some roles and responsibilities and suggested that it be discussed further at the Board Retreat.

Board Gift Update

- Steve Robinson – Plaque on a bench near the water tower. Artman quoted approximately \$1,000.
- Ouida MacGregor – Bouquet of flowers.
- Both will receive a framed photo.

Director of Events and Marketing Search Update

- Interviews continue, posted at 8 locations.
- The goal is to make an offer to a candidate by the end of the month.
- Will look at a part-time position after the new Director of Events/Marketing is hired.

New Board Member Recruitment

- Christine Robertson – provided a list of potential Board member candidates.
- Rosemary Romero – provided an overview of expertise needed from a 2019 list.
- Michael Chamberlain – suggested using a scorecard to determine the skill sets needed.
- Chris Calvert – recommended opening up the nominations prior to the retreat & to define the process and composition of the board at the retreat. By-Laws also need to be updated.
- Nominations should be sent to the Nominating & Governance Committee.
- Richard Czoski – Christine knows what expertise she needs to assist with SFRCC operations.

Chris Calvert Vacation April 5 – May 8, 2024

- Will miss April Board Meeting, if May is not rescheduled, he will miss that as well.
- Ron Pacheco is out of town, first week of May.
- Jacques Paisner will chair the April 9, 2024 meeting.
- Board agreed to move the May 7th meeting to May 14th.

Financial Report

- January 2024 Financials – Overview presented by Christine Robertson – No anomalies reported and cash balance provided indicates in line with City payments for 2024.
- Bank Balances were provided. CAM & CPI reconciliations were completed in February so rental income balance is out of the ordinary.
- CofSF March 2024 payment will be delivered this week and cash balance will cover April 2024 large payment.
- Over budget for snow removal and that amount will be increased in next year's budget.
- \$13k ahead of budget.
- Code 1210 – Events Reimbursement Issue, Chris suggested that Eun and Oscar meet and discuss his concerns and options.
- NMB&T Trust Update – Discussing options for Corporate Credit, Treasury Management, Investment options. Updates will be provided at the next Finance Committee meeting. Also, reviewing options with other financial institutions.

Leasing & Architectural Design Committee Update

- Committee Meeting Update (included in the packet for your review).
- The Leasing Committee approved a gravel refresh for NRY & Baca area. (Estimate Cost = \$7,500).
- Captain Marble will be submitting designs to fence their property.

Executive Director's Report

2024 Marketing & Events Update – Presented by Brooke Czoski

Website Preview

- Brooke provided an overview of the new website. Expected to launch on 03.12.24.

Depot Maps

- Installed on 03.12.2024, includes an anti-graffiti coating.
- Included in budget to replace/update as needed.

Brochure Distribution

- Ordered updated brochures from a local printer, previous printer was out of state.

Schwag Order

- An order was placed for pens, drawstring backpacks, tumblers, magnets & keychains for events.
- Local printer used for all schwag.

SF Audio Visual

- All events have been scheduled and estimates have been received to submit to the CofSF.
- CofSF approved \$80,000 for 2024-2025.

Events

- First event in May
- Reservations forms have been issued for events schedule through June 2024.

PUMP Committee

- Scheduled as needed.
- Ron Pacheco, Chair – would like a PUMP committee meeting scheduled when the new Director of Events and Marketing is on board.

Brooke's Departure

- Brooke thanked the Board for the opportunity to be part of SFRCC, she has a personal connection.
- She will be available to train when her position is filled.
- Bob Dunn and others expressed their gratitude for Brooke's hard work.

Executive Directors Report

Security Update

- Today, Condor Security had their tire slashed this morning & police were called to arrest a agitated individual in the park.
- Increased activity due to warmer weather. Security has been removing homeless from public places.

Waste Enclosures

- Christine emailed NRY tenants last week about unauthorized items being placed in waste enclosures.
- Charlotte Jackson caught someone throwing trash and was able to get a license plate. Christine reported to SFPD and plans to charge the individual.
- Graffiti on the enclosures, so will be painted over. Pressure washing will be done to clean the enclosures.

Staff Activity Updates

- Christine will provide a quarterly update on SFRCC staff activities, outside of the normal day-to-day operations.

Old Business

- Board Retreat Date – Will look at dates at the next board meeting.
- CofSF RFP's – No updates on their release to the public.

Executive Session

The Board of Directors DID NOT MEET 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 were taken.

Next Board Meeting: Tuesday, April 9, 2024, 5:00-7:00pm - Location: TBD or via Zoom

Being no further business, the meeting was adjourned by Chris Calvert (President) at approximately 6:30pm.

Respectfully submitted,

Valarie Lyon – Vigil, SFRCC Operations Manager

Signed by: Ellen Bradbury Reid

Name: Ellen Bradbury Reid

Title: SFRCC Board Secretary

Date: May 12, 2024