

SANTA FE RAILYARD COMMUNITY CORPORATION

Board of Directors' Meeting

Tuesday, May 14, 2024, 5:02 – 6:26 pm

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

Board Members Attending: Chris Calvert (President), Ellen Bradbury (Secretary), Robert Dunn

Board Members Attending via Zoom: Richard Czoski, Rosemary Romero, Patrick Varela

Board Members Absent: Jacques Paisner (Vice-President), Oscar Rodriguez (Treasurer), Michael Chamberlain, Ron Pacheco

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

Public: None

Call to Order: The meeting was called to order at approximately 5:02 pm by Chris Calvert (President).

Approval of Agenda: The May 14, 2024, Agenda was unanimously approved as presented, motion by Bob Dunn, 2nd by Ellen Bradbury.

Approval of Meeting Minutes: The REGULAR Board meeting minutes of April 09, 2024 were unanimously approved, motion by Rosemary Romero, 2nd by Bob Dunn. Richard Czoski was not attendance on April 09, 2024 and recused himself from the vote.

Public Comments: No Public Comments.

New Business:

Board Retreat Date Discussion

- Retreat scheduled for June 21, 2024, at 2:30pm, tentatively scheduled location is the Lannan Foundation.

HR Committee Update – Rosemary Romero

- Employee Handbook Draft has been reviewed by the HR Committee and SFRCC staff is currently reviewing. Expecting to present at the Board Retreat in June for the Board's approval.
- HR Committee has not reviewed By-Laws but they do need some revisions.

Financial Report

- March 2024 Financials – Overview presented by Christine Robertson – No anomalies reported, over income and under in expenses for the year.
- Balance Sheet – Parking totals were updated by Insight on the financials through April with a balance of \$1,402,953.
- 4810 Code was added by Insight to track their in-kind balances.
- Income exceeds budget.

- Cash balance provided indicates in line with City payments for 2024.
- Bank Balances and cash flow projections were provided.
- NM Bank & Trust Update - reviewing options, will be presented to the Finance Committee on June 5, 2024.
- Morgan Stanley - reviewing options, will be presented to the Finance Committee on June 5, 2024.
- Investment Policy – After bank/investment account changes are made policy will be presented for review.

FY 2024-2025 Budget

- Rental income, CPI rate at 2%
- Other Income, 3% increase
- Interest Income, increase due to investment accounts
- 6122 – Line item combined into 6132 (phone and internet)
- D&O Liability Insurance premium is not scheduled to increase
- Added 6154 – Board of Directors Expenses
- Added a part-time employee to the budget for 30 or less hours
- Increased promotional budget for advertising, event expense, and marketing supplies (maps, video, sponsorships, SFRCC events)
- Increased Baca & NRY snow removal and waste removal.
- Included picnic tables, benches and shading in budget but may be purchased by the City of Santa Fe.

Richard Czoski reported the trash compactor was originally a leased to own purchase in 2009 or 2010, currently having problems. Christine will review options for next year's budget to purchase a replacement and will review maintenance costs vs. purchasing a new compactor.

At the SFRCC Finance Committee meeting held on May 1, 2024, the approval of the 2024-2025 budget was recommended to the Board of Directors.

Bob Dunn made a motion to approve the 2024-2025 SFRCC Budget, 2nd by Ellen Bradbury, the Board of Directors unanimously approved the motion.

Leasing & Architectural Design Committee Update

- Report included for review in the Board Packet.
- 360-degree cameras have been added at the Community Room and the Water Tower
- Electrical upgrades are taking place at the water tower, park and plaza. Some before IFAM and some after.
- Adding bulletin boards to the gazebo.
- Christine and SFRCC Attorney Peter Dwyer met to discuss options for Nuckolls, will need to step in when needed. The current plan is to meet with Bill Banowsky in Fall 2024 to discuss issues and remaining parcel plans.

Executive Director's Report

2024 Marketing & Events Update – Presented by Ginny Sanders

- SF Reporter article about late train and Taylor Swift.
- Promotion movie/concerts, including bike valet from Bike Sante Fe at the events.
- Baca Railyard Open House, 2-hour event, scavenger hunt/prizes, tentatively on June 22, 2024.
- Sunday events to drive more track. Railyard Fitness sponsoring yoga on the Plaza.
- Sponsorship packages for Octoberfest, alcohol permit is in process and pending resolution.
- Zozobra “flame train” event on 08.31.24 with Sky Railway bringing the flame from Lamy.
- Summer Series schedule included in the packet.
- Met with IFAM and have several meetings scheduled with City departments.

Executive Directors Report

Security Update

- Usual removal of homeless & intoxicated individuals.

SR Bench Plaque

- Images provided and less than \$500
- Will be placed on a bench beneath the Water Tower
- Further discussion on a ceremony when the installation takes place.

Oddfellows Easement

- Will discuss at June 5, 2024 Leasing Committee meeting.

Old Business

Executive Session

Bob Dunn made a motion to ENTER into Executive Session at 6:01 pm, 2nd by Ellen Bradbury, the Board of Directors entered into Executive Session.

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 were taken.

Bob Dunn made a motion to EXIT into Executive Session at 6:20 pm, 2nd by Ellen Bradbury, the Board of Directors exited out of Executive Session.

Ellen Bradbury made a motion to accept the recommendation of the Board President regarding the Executive Director's contract and will work with our attorney to finalize it., 2nd by Bob Dunn. Motion carried, Yes = 5, Abstained = 1.

Next Board Meeting: June 18, 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: 6-20-24