

## **SANTA FE RAILYARD COMMUNITY CORPORATION**

### **Board of Directors' Meeting**

**Tuesday, June 18, 2024, 5:06 – 6:52 pm**

**Trailhead Terraces, 922 Shoofly Street, Santa Fe, NM 87501 & via Zoom Conference Call**

**Board Members Attending:** Chris Calvert (President), Richard Czoski, Robert Dunn, Ron Pacheco (arrived at 5:13pm)

**Board Members Attending via Zoom:** Ellen Bradbury (Secretary), Oscar Rodriguez (Treasurer),

**Board Members Absent:** Jacques Paisner (Vice-President), Michael Chamberlain, Rosemary Romero, Patrick Varela

**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 5:06 pm by Chris Calvert (President).

**Approval of Agenda:** The June 18, 2024, Agenda was unanimously approved as presented, motion by Richard Czoski, 2<sup>nd</sup> by Bob Dunn.

**Approval of Meeting Minutes:** The REGULAR Board meeting minutes of May 14, 2024 were unanimously approved, motion by Richard Czoski, 2<sup>nd</sup> by Bob Dunn.

**Public Comments:** No Public Comments.

### **New Business:**

- Chris Calvert asked everyone to keep Michael Chamberlain and his wife in their thoughts and prayers during their difficult time.

### **Board Retreat Date Discussion**

- Reminder Board Retreat is scheduled for Friday, June 21, 2024, at 3:00pm at the Lannan Foundation, 314 Read Street.
- Richard requested that the Board review the board retreat packet prior to Friday to make the process more efficient. Chris Calvert reiterated the request.

### **Employee Handbook**

- Employee Handbook Draft has been reviewed by the HR Committee, SFRCC staff and has been sent to the Board for review.
- A few minor grammatical errors were made since the draft was sent with the 06.18.24 Board Packet.

The SFRCC Employee Handbook was unanimously approved as presented, motion by Ron Pacheco, 2<sup>nd</sup> by Bob Dunn.

## **Financial Report**

- April 2024 Financials – Overview presented by Christine Robertson – No anomalies reported, over income and under in expenses for the year.
- 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.
- Eun's cash flow is predicted to end June 2024 at \$158,825.
- Bank Balances and cash flow projections were provided.
- City Invoices were submitted and received payment within a week.

## **Parking Totals**

- Parking totals through May 2024 are at \$1,413,919.00

## **NM Bank & Trust Resolution #2024-06-18**

- Resolution to apply for Corporate Credit Cards through NM Bank & Trust.
- The Finance Committee unanimously recommended approval of the resolution.

Bob Dunn made a motion to approve Resolution #2024-06.18, 2<sup>nd</sup> by Richard Czoski, the Board of Directors unanimously approved Resolution #2024-06-18.

## **Leasing & Architectural Design Committee Update**

- Report included for review in the Board Packet.
- Ron Pacheco asked when the development is due from Nuckolls. Christine reported the deadline is March 2025 & are scheduled to meet with Bill in Fall 2024. SFRCC Attorney Peter Dwyer has been involved in the Nuckolls discussion.
- Richard Czoski asked if the Bertram's had signed their amendment. Christine reported not as of today and does not go into effect until August 1, 2024.
- City of SF is cleaning sewer lines from the north side of the RY to the park.

## **Executive Director's Report**

2024 Marketing & Events Update (report included in packet for review) – Presented by Ginny Sanders

- Summer Concert Series started on June 1 with an estimated 500 in attendance.
- Concierge contacts – Ginny will reach out to promote the RY.
- Octoberfest – will solicit sponsors for the event.
- Ron Pacheco expressed concerns with SFRCC hosting an event that serves alcohol. A recommendation was made to vote on the Octoberfest event. The vote was tabled until the next board meeting to get additional liability insurance details.

Security Update

- Reports are once again being provided.

SR Bench Plaque

- Plaque has been ordered.
- A celebration for the dedication will be planned when it's ready to be installed.

Old Business

- None

Executive Session

Ron Pacheco made a motion to ENTER into Executive Session at 6:34 pm, 2<sup>nd</sup> by Bob Dunn, 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.

Richard Czoski made a motion to EXIT into Executive Session at 6:51 pm, 2<sup>nd</sup> by Ron Pacheco, the Board of Directors exited out of Executive Session.

Ron Pacheco made a motion to approve the Employment Agreement for the Executive Director, 2<sup>nd</sup> by Richard Czoski, motion unanimously was carried.

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

Being no further business, Ron Pacheco made a motion to adjourn, 2<sup>nd</sup> by Richard Czoski, the meeting was adjourned at approximately 6:52pm.

Respectfully submitted,

Valarie Lyon – Vigil, SFRCC Operations Manager

Signed by: Ellen Bradbury Reid

Name: Ellen Bradbury Reid

Title: SFRCC Board Secretary

Date: July 9, 2024