



AGENDA

Revised

CALIFORNIA COMMUNITY LAND TRUST NETWORK SPECIAL BOARD OF DIRECTORS MEETING 2p-3p, Tuesday Jan 28th, 2020

Via video conference or conference call

Video: <https://zoom.us/j/820804596>

call in: +1 669 900 6833

Meeting ID: 820 804 596

One tap mobile +16699006833, 820804596# US (San Jose)

CALL TO ORDER

2p

ROLL CALL

PRESIDENT:	IAN WINTERS
VICE PRESIDENT:	vacant
TREASURER:	Vacant
SECRETARY	JEN COLLINS
BOARD MEMBER	SAKI BAILEY
BOARD MEMBER	OFELIA BELLO
BOARD MEMBER	LESLIE EZEH
BOARD MEMBER	OSCAR MONGE
BOARD MEMBER	MARINA RAMIREZ
BOARD MEMBER	FANNY ORTIZ

ADDITIONS AND DELETIONS TO THE AGENDA

INTRODUCTIONS

Introductions of attending members and guests and prospective board members

MEMBER AND PUBLIC COMMENTS

THE PRESIDENT OF THE CALIFORNIA COMMUNITY LAND TRUST NETWORK WILL CALL FOR MEMBER COMMENTS

Any Member may address the Board of the California Community Land Trust Network on items within the Board's subject matter jurisdiction, but which are not listed on the agenda during MEMBER COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. MEMBER COMMENTS are scheduled for 15 minutes and should be limited to three minutes per person.

BOARD BUSINESS

1. **REVIEW AND ADOPT MINUTES OF JAN MEMBERS MEETING 2mn**
RECOMMENDED ACTION:
Approve minutes of Jan Member and board meeting
2. **ELECTION OF OFFICERS 10mn**
RECOMMENDED ACTION:
Board to elect officers for the coming year from amongst board members.
3. **MONTHLY MEETING SCHEDULE AND RETREAT DATES 5mn.**
RECOMMENDED ACTION(S):
Determine a regular monthly meeting schedule and schedule a board retreat date
4. **HANDOVER and IT LOGISTICS 10mn**
RECOMMENDED ACTION(S):
New treasurer needs to do handover with Bruce (outgoing treasurer), any other changes. Identify at least 1 additional IT admin person (bruce was 2nd IT admin). Schedule presentation on IT process for next meeting.
5. **BOOKKEEPING 5mn**
RECOMMENDED ACTION(S):
Review proposals received (last board issued call for board members to solicit bookkeeping proposal) and determine short term bookkeeping contract. See attached for proposals
6. **HIRING NEXT STEPS 5mn**
RECOMMENDED ACTION(S):
Convene subgroup to set-out hire timeline and process
7. **CONFERENCE FOLLOW-UP TASK ASSIGNMENTS 10mn**
 - a. Processing scholarship reimbursements (to bookkeeper?)
 - b. Collecting articles of incorporation (defer til IT transition complete?)
 - i. Find all [incorporation docs here](#)
 - c. Distributing notes, next steps with working groups
 - d. Committees and working groups – assignments to lead

8. **POLICY COMMITTEE STAFFING REQUEST (20k) AND CONSULTANT REQUESTS(20k)** **10 mn**
Review two requests from policy committee – see attached.

9. **OUTREACH ITEMS AND INFO REPORTS** **3mn**
Upcoming conference call with reps from [Right to the City](#), [Urban Habitat](#), and [Tenants Together](#) to discuss allyship possibilities between their statewide coalition of tenant orgs and CACLTN
Jen and Leslie plan to attend: anyone else interested in joining?

PLACEHOLDER ITEMS FOLLOW

10. **STRATEGIC PLANNING COMMITTEE REPORT**
(TBD)

11. **REPORT FROM POLICY COMMITTEE AND POLICY ENDORSEMENT RECOMMENDATIONS.**
(TBD)

12. **TREASURER’S REPORT**
(TBD)

13. **OTHER ITEMS OF BUSINESS**
RECOMMENDED ACTION:
Action and discussion on any other items of business proposed by board members.

BOARD COMMENTS

ADJOURNMENT

BOOKKEEPING PROPOSALS:

- 1) NCLT staff accounting manager Allyson Hitchcock (via Ian)

DEAR CA CLT NETWORK BOARD:

To summarize our conversation, should the board find this acceptable, I am able to perform the following duties for the California CLT Network:

- Data entry and reconciliation of current and prior periods as needed
- Bill payment and basic cash management
- Receiving income and making bank deposit
- Processing Payroll if and when that becomes necessary
- Review set up and consult with a qualified CPA on possible process refinement
- Provide any financial reporting needs to the board or other outside sources with the board's consent
- develop a filing system should that be needed

I am happy to work on other aspects as needed as well. This agreement would be a contract between NCLT and CA CLT Network for a contracted hourly rate of \$70/hour. Pending review of the Quickbooks account there is an estimate of approximately 8 hours for set-up and entry of back data, and then a ongoing monthly need of ~ 1hr / mo until permanent staff is hired.

My resume is attached. Please let me know if you have any questions or would like to meet for an interview.

--

Allyson Hitchcock
Accounts Manager
Northern California Land Trust
3120 Shattuck Avenue
Berkeley, CA 94705
Allyson.Hitchcock@nclt.org
510)548-7878 x 342

- 2) OTHERS TBD

Allyson Hitchcock

3416 Madera Avenue, Oakland Ca 94619 (415) 730-5412 allyson.Hitchcock@nclt.org

Accounts Manager

Qualification Highlights

Strong Analytical and organization skills. Computer skills: QuickBooks, Excel, Word, PSA Scorecard

Personable and professional; known for honesty, integrity and establishing an excellent rapport with clients and colleagues. Thorough, detail-oriented and committed to accuracy.

Professional Experience

2005-2006 Real Sourcing Accounting Services, San Francisco, CA *Bookkeeper*

Assist Full Charge Bookkeeper with Accounts Payable, Accounts Receivable, tax preparation for self-employed individuals and small businesses.

2006-2019 Independent clients *Bookkeeper*

Working with a variety of clients on their diverse bookkeeping needs.

2006-present Northern California Land Trust *Accounts Manager*

Management of all day to day financials functions of the organization, cash management strategies, annual audit process. Chapter 11 reorganization. Annual reporting.

Accounts Payable: Enter vendor invoices with job costing and accurate account choice, prioritize bill payment schedule, print and mail checks. Perform bank reconciliations.

Accounts Receivables: Track all receivables, apply late fees when needed and correspond with residents regarding outstanding balances.

Payroll and tax document preparation: Process the payroll with the payroll service and review summaries for accuracy. Track accrued time in EXCEL. Reconcile all accounts related to payroll quarterly. Provide employees with tax related documents and prepare 1099 documents for contractors.

Reporting: Provide financials for the Board of Directors monthly. Provide financials to the Executive Director when needed for various reporting needs. Prepare financial reports for financial/city/county institutions.

Office Admin: File and organize paper work in a detailed way. Order office supplies.

Education and Training

Bachelor of Science Sustainable Agriculture and Appropriate Technology, Humboldt State University, 1998

Coursework through Small Business Administration: Bookkeeping I, II and III, intro to QuickBooks, 2006

QuickBooks Pro, City College of San Francisco, 2006

Financial Accounting, Laney College Spring 2018

POLICY COMMITTEE PROPOSALS (2x)

(Leg committee to present, PDF attached of christina's proposal)

- 1. Policy Committee is seeking staff support.
 - Requesting \$20k (see example [job tasks & working budget](#)) – PDF ATTACHED
- L2. Legislative consultant -- Recommending ~\$20k including retainer and consulting fees through end of 2019-2020 session (September)[waiting on formal estimate]
 - Prospective hires:
 - [Christina Oatfield](#)
 - Message from Jonathan Lightman, consultant: "David Balla-Hawkins (Bruce's friend and consultant/lobbyist) and I worked together at the Faculty Association of California Community Colleges from 1999-2000 and then alongside each other from about 2010-18. With over 30 years' nonprofit and policy experience, I started my own business, [What's B-yond?, LLC](#), last April."
Jonathan Lightman, CAE, What's B-yond?, LLC
Consulting Services for Nonprofits and B-yond
(916) 712-5827 www.whatsb-yond.com

ADDITIONAL NOTES FROM BRUCE, SUSAN, SAKI RE POLICY COMMITTEE PROPOSALS

From: "Bruce Wolfe <sfclt@brucewolfe.net> via Policy" <policy@cacltnetwork.org>

Subject: Re: [CA CLT Network policy list] Revised proposal for legislative advocate hire

Date: January 27, 2020 at 11:46:48 PM PST

To: policy <policy@cacltnetwork.org>

Reply-To: policy@cacltnetwork.org

Would appreciate waiting a day for others to chime in that cannot check or answer messages in real time.

What is was mentioned is not completely correct. There are two proposals as I have noted in my personal notes from several meetings passed.

One is for a lobbyist on ground in Sacramento and the other is a staffer for Policy Committee.

The former was the ongoing item that has been on the board's agenda for nearly a year I wanted to assure that some money was reserved in the budget for support to Policy Committee after losing Paul Gonsalves when Irvine stepped away. The need is for someone who has the pulse of the Capitol, legislators and trends that affects us directly and indirectly plus to bird-dog pertinent bills that no one on the committee has the time or proximity to fulfill. If we are to be an effective professional organization we need to have our own pulse for our specific niche.

The latter was a separate discussion for more needed hands-on staffing that would include tracking, analysis and organizing among other day-to-day operations. The Cmte spent several months to come up with a budget proposal at my request as (then) treasurer to which Christina finally made the submission.

Christina offered herself unsolicited but like the previous situation with Saki the board decided that a standard hiring process was in order considering we were very close to the strategic planning session commencing. Obviously, those logistics did change but not necessarily the board's previous decision.

I included both proposals to be considered by the board of this essential and core function of this organization that has immediate and imminent effects on all the work our member organizations require.

While the board is still formulating the strategic plan then has to implement this legislative session and budget cycle will be over. The legislative and policy work has to start immediately. We are losing valuable time.

Personally, I've spearheaded legislation since early last year and we just found out that Irvine has taken up the same but with different provisions on a different track. We need some cohesion that only a steady coordinator on staff can help manage.

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Whether or not it's Christina, the position is needed now and will bear fruit for a needy membership.

Bruce

On Mon, Jan 27, 2020, 7:40 PM Susan <syscott@sonic.net> via Policy <policy@cacltnetwork.org> wrote:
I agree with everything Saki said.

But as long as we're promoting bills relating to property tax, I wish we could find a way to work with the one person in Sacto who's been working with us for years and has already undertaken the CLT property tax learning curve — Paul Gonsalves.

I understand that as a top notch lobbyist he's expensive and Irvine CLT apparently isn't interested in hiring him for our LEHC legislation.

But I think we should at least reach out to see what he can do for the Network (and at what price) if we're going to promote future legislation relating to CLTs.

I was traveling last week and missed the Thurs call and Im having trouble understanding what we're actually proposing to the legislature ...(Or have proposed??)

Susan
415 669-1745

Sent from my iPhone

On Jan 27, 2020, at 4:02 PM, ian.winters@nclt.org via Policy <policy@cacltnetwork.org> wrote:

Thanks Saki,
super helpful!

On Jan 27, 2020, at 3:46 PM, Saki Bailey <saki@bayareaclt.org> via Policy <policy@cacltnetwork.org> wrote:

Hi Ian and All,

Here is my sense of the answers to these questions:

1) Are the two requests both options for the same proposal or is the proposal for 20k for a stand-alone staff support in addition to a leg consultant fo 20k?

There is only one request at this time from the PC to hire Christina Oatfield. There was discussion (mostly by Bruce) about hiring an additional legislative consultant (Jonathan Lightman) but we have no quote from here nor has anyone other than Bruce spoken to him from the policy committee. If we would consider a proposal from Jonathan Lightman than we will submit a more concrete proposal in the future with hours and cost, however the moment we do not have that from him.

2) Are these in addition to the hiring of network staff person that's already budgeted, and the 2nd staff person for later in the year or in addition to the person?

The hire of Christina Oatfield yes is in addition to the 2nd staff person dedicated to legislative work. Christina is a free lance attorney who is not looking to be hired as staff by CACLTN but to work on a short-term consultancy basis for this legislative round.

3) If the proposal is "in addition to" the budgeted staff person - suggestions on additional funding are most welcome

I understand the need for raising more funds for the network in order to support the PC's work, however we as the PC feel that given that there is currently no staff support from CACLTN (nor from Mark and Paul from Irvine CLT) for this

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legislative round it is critical we pay someone to lead the efforts who has both an understanding of law (and this particular legislation) as well as contacts/experience passing legislation in Sac. I will raise additional arguments tomorrow in the Board meeting for why I think this serves CACLTN in meeting our impact/deliverables for CZI, but I will reserve that for our discussion tomorrow.

On Mon, Jan 27, 2020 at 3:19 PM ian.winters@nclt.org via Policy <policy@cacltnetwork.org> wrote:
Hello lovely policy folk,

great to see so many of you in person last week!

I'm finalizing the agenda for tomorrow's 1st board meeting with new members and wanting to make sure I've got the correct proposal links.

I know there were several different items floating around and want to make sure I've got the latest and am understanding the request correctly. A couple quick questions:

- 1) Are the two requests both options for the same proposal or is the proposal for 20k for a stand-alone staff support in addition to a leg consultant for 20k?
- 2) Are these in addition to the hiring of network staff person that's already budgeted, and the 2nd staff person for later in the year or in addition to the person?
- 3) If the proposal is "in addition to" the budgeted staff person - suggestions on additional funding are most welcome

Thanks all,

Ian

Here's what's on the agenda collection doc so far

- 1. Policy Committee is seeking staff support.
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- L2. Legislative consultant -- Recommending ~\$20k including retainer and consulting fees through end of 2019-2020 session (September)[waiting on formal estimate]
 - Prospective hires:
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 - Message from Jonathan Lightman, consultant: "David Balla-Hawkins (Bruce's friend and consultant/lobbyist) and I worked together at the Faculty Association of California Community Colleges from 1999-2000 and then alongside each other from about 2010-18. With over 30 years' nonprofit and policy experience, I started my own business, [What's B-yond?, LLC](#), last April."

Jonathan Lightman, CAE, What's B-yond?, LLC
Consulting Services for Nonprofits and B-yond
(916) 712-5827 www.whatsb-yond.com

On Jan 24, 2020, at 8:56 PM, Bruce Wolfe <sfclt@brucewolfe.net> via Policy <Policy@cacltnetwork.org> wrote:

It's positively on the upcoming Board's agenda. I put it there and has been confirmed to be discussed. Previous two meetings were not able to get to it.

Bruce

Christina Oatfield

Attorney at Law

(415) 828-5627 · christinaoatfield@gmail.com

Mailing Address: P.O. Box 5441, Berkeley, CA 94705

January 24, 2019

Dear California Community Land Trust Network,

I'm pleased to provide you with this revised proposal for hiring me as a legislative advocate and organizer to advance a California state bill to create a more fair tax rubric for limited equity housing cooperatives. As was decided in the Policy Committee conference call on January 23, the Network Board and myself may use this proposal as a basis for entering into a more detailed agreement for my services, should the board choose to proceed with hiring me.

About me: Through my former job at the Sustainable Economies Law Center, I have several years of experience advocating for legislation in the California legislature, including some experience advocating for limited equity housing cooperatives. I had some involvement in advocating for the former AB 2818 with this group and I was a leading advocate for a prior bill related to LEHCs, AB 569, which passed in 2014. That bill exempted certain LEHCs from some onerous state laws in including the California Subdivided Lands Act, among others. Please see my resume attached to this proposal for more about my experience.

I now run my own law practice, much of which entails advising clients about nonprofit and cooperative law (including a few housing cooperative clients). With my legislative advocacy experience and my familiarity with legal issues affecting limited equity housing cooperatives, I believe I'm very well suited to do much of the heavy lifting to shepherd our envisioned bill through the legislature. While I'm committed to continue to volunteer some of my time to the effort, it seems clear that the group needs an advocate who can devote a larger amount of time to shepherding a bill through the legislature, should we succeed in getting a bill introduced.

This proposal: Below I've attempted to roughly estimate the number of hours of work that I believe are needed for an active policy committee Chair and advocate to optimize the chances of success with advancing a Limited Equity Housing Cooperative bill in the 2020 legislative session. The activities include lobby visits to Sacramento, attendance at key committee votes, rallying support for the legislation, and other related tasks. The activities below that require travel to Sacramento have included travel time into the estimated number of hours. All of the time estimates below should be considered ballpark estimates of time. In my experience with legislative advocacy these are all tasks that will likely need to be done, however, for different legislative campaigns many of these tasks can be more or less time consuming.

Christina Oatfield

Attorney at Law

Activities	Est. No. Hours
Strategy meeting(s) with bill author and staff (time estimate increased from prior proposal due to lingering constitutionality concerns about the bill proposal)	7
Lobby Visit in Advance of Assembly Policy Committee Hearing	11
Attend Assembly Policy Committee Hearing	8
Lobby Visit in Advance of Assembly Appropriations Committee Hearing	11
Attend Assembly Appropriations Committee Hearing	8
Lobby Visit in Advance of Senate Policy Committee Hearing	11
Attend Senate Policy Committee Hearing	8
Lobby Visit in Advance of Senate Appropriations Committee Hearing	11
Attend Senate Appropriations Committee Hearing	8
Revise fact sheet and other lobbying materials	3
Schedule lobby visits	4
Meet with BOE, other stakeholders, as needed	2
Draft template support letter for the bill, speak about the bill to community groups, solicit letters of support, create blog, newsletter, and/or other content to promote the bill and keep people updated on its progress.	10
Participation in Policy Committee: attend weekly conference calls, provide assistance to chair(s) in the form of taking notes on technical aspects of bill discussions, setting agendas for future meetings, or taking on research tasks or other tasks outside meetings (time estimate reduced from prior proposal to reflect commitment of other committee members to take on more leadership roles)	48
Field questions about and requests for changes to bill language	4
Attempt to gain media coverage of legislation, LEHCs generally	8
Draft memo re: constitutionality concerns, other legal concerns	5
Miscellaneous / cushion	10
TOTAL HOURS:	168

Christina Oatfield

Attorney at Law

My normal billing rate for nonprofit clients in my law practice is \$180 per hour. For this effort, however, given my enthusiasm for the legislative concept and given that this legislative advocacy project will likely be a large volume of work, I am willing to offer the group a reduced hourly rate for my services so I am proposing an hourly rate of \$125. Regardless of whether the Network chooses to hire me, I am committed to volunteering some time for the effort, however, if I were to take on all the tasks listed above I'd need to be paid. Thus the cost estimate below subtracts 20 hours from the time estimate above to account for about 20 hours of volunteer time participating in the Policy Committee in addition to the many hours I've put in as a volunteer thus far.

Expense	Cost
Travel to Sacramento via Amtrak: 8 round trips @ \$58 per trip	\$464
Legislative Advocate fee: 148 hours @ \$125 per hour	\$18,500
Printing handouts for lobby visits	\$30
ESTIMATED TOTAL	\$18,984

Other Proposed Terms:

- Costs (train tickets, etc.) to be billed at cost.
- \$1,500 non-refundable initial retainer; monthly invoices for fees and costs incurred thereafter.
- Advocate fees to be billed monthly based on actual time spent advocating for the bill.
- A quarterly or total cap on fees can be negotiated.
- A reduced billing rate for travel time can be negotiated.
- I will make best efforts to advance the legislation, but there can be no guarantees of success.
- A more detailed written contract will be signed by the parties should we choose to proceed.

Looking forward to our continued collaboration!

Best,

Christina Oatfield