

Potrero Gateway Loop Meeting Notes
October 10, 2016

Attending: Steven Solomon, April Ellis, Sheldon Trimble, Michael Kerbow, Maria Tong, Dianne Bates, Jean Bogiages

Regrets: JR Eppler, William Chang

Jean opened the meeting telling about plans for formalizing the MUNA bylaws and defining the role of the Potrero Gateway Loop Steering Committee in the execution of the Potrero Gateway Loop project.

She passed out a proposed matrix of funding sources and ways to spend it:

Funding Source	Amount	Available	Account	Constraints/Comments
Complete Neighborhoods Grant	\$199,470 <ul style="list-style-type: none"> Fiscal Sponsor: \$17,952.30 at 9% Revise Schematic Design community review, Create Construction design: \$181,517.70 	<ul style="list-style-type: none"> As soon as GBD is fiscal sponsor As soon as Bionic makes a budget and updates the plan description. 	GBD as Fiscal Sponsor	<ul style="list-style-type: none"> Contract with MUNA Potrero Gateway Loop Steering Committee. Fiscal Oversight
ENCAC FY16-17	\$300 Loop Survey: (\$50K) Geotechnical Report (???) Continue Construction Design (??) Environmental Report (~10K)	Now for Survey Need quotes for Geotechnical report, Construction Design	Public Works	Contract with Bionic Project Oversight
SF Budget Add-Back	\$50K Public Works PM – Kelli to be assigned Loop project by DPW	Now	Public Works	DPW PM role plus ER
ENCAC FY17-18	\$1.45M Construction	FY17-18 – July 2017	Public Works	Bionic to Oversee Construction
MUNA Fundraising	\$750K <ul style="list-style-type: none"> Fiscal sponsor at 5% \$37,500 Construction \$712,500 	ASAP	GBD as fiscal Sponsor	Money goes to Public Works for construction contract

Then the discussion focused on fundraising.

The group agreed that we will develop a fundraising strategic plan. Steven said he will devote time this month to research the elements of fundraising.

The group agreed to do the following:

1. Come up with designs for the area under the bridge
 - a. We should tell Bionic that we want to work on the design under the bridge.
 - b. April will collect a list of what we want and the idea is to send it to Doers List.
2. Develop a Vision/Mission Statement (group working on it)
 - a. Jean will start a google doc and share it with everyone.
 - b. We will look at what everyone comes up with and either combine or take the best.
3. Put together a marketing kit. (Dianne)
 - a. We need to have a handout that describes the project, it's need, it's benefits, it's community support etc.
 - b. We need to be able to leave this material with folks we talk to.
4. We need to refresh our website.
 - a. Develop a structure that supports (categories, layout) (Dianne will work on structure)
 - b. Reach out to people telling them what we need.
5. Funders List

- a. Create a Google sheet to list the places we will look to for funding.
 - b. The sheet should have tabs such as “developers”, “tech companies”, “government”, “grants” etc.
 - c. The list will track who is reaching out, what the status is, contact information etc
 - d. We should write up sheets for each funder, what we will say to them, etc.
6. We could consider hiring a fundraiser

The next meeting will be October 26.