



Minutes

LOAN ADMINISTRATION BOARD (LAB) REGULAR MEETING

Tuesday, October 24, 2023 | 9:00 AM
California Jazz Conservatory Café (Jazz Café)
2040 Addison Street
Berkeley, CA 94704

Call to Order - LAB Secretary Kieron Slaughter called the meeting to order at 9:11 AM

A) PRELIMINARY MATTERS

- i. **Roll Call:** Members Present - Kathleen Crandall, Marcelia Nava, Frank Tucker
Absent: None. Staff: Kieron Slaughter
- ii. **Announcements:** Staff provided an update on a recent loan that was written-off by the City Council on October 2, 2023.
- iii. **Approval of Minutes from LAB Meetings:** Approval of meeting minutes for 3/29/23 LAB Meeting - Motion by Board Member Crandall (M); Second by Board Member Tucker (S) Vote 3-0-0
- iv. **Public Comment:** Cordell Hindler provided public comments inviting the LAB to the Contra Costa Mayor's meeting and shared that the City of Richmond has a new Port Director.

B) PROGRAM REVIEW

- i. **State of the Revolving Loan Fund:** Staff provided an update on the status of the RLF

C) ACTION ITEMS

- i. **Commissioner Elections for 2024:** Motion by Board Member Crandall to nominate Board Member Tucker for the Chair position (M); Second by Board Member Nava (S) Vote 3-0-0. Motion by Board Chair Tucker to nominate Vice Chair Nava for the Vice Chair position (M); Second by Board Member Crandall (S) Vote 3-0-0.

D) ADJOURNMENT

- i. Motion by Board Member Crandall (M); Second by Board Member Tucker (S) Vote 3-0-0. Adjourned at 9:36 AM.

ANNUAL RLF RECIPIENT SITE VISIT SCHEDULE – *Loan recipients are required to report on the financial status of their business and how the RLF funding is being utilized.*

9:20am - 9:50am	LAB Site Visit – California Jazz Conservatory (2087 Addison Street)
10:00am -10:30am	LAB Site Visit – East Bay Media Center (1939 Addison Street)
10:45am -11:15am	LAB Site Visit – Cupcakin' Bakery (1690 Shattuck Avenue)
12:00pm - 1:10pm	LUNCH
1:30pm - 2:00pm	LAB Site Visit – Minuteman Press (1101 Fifth Street)
2:30pm - 3:00pm	LAB Site Visit – Nabolom Bakery & Pizzeria (2708 Russell Street)
3:30pm -4:00pm	LAB Site Visit – Kitchen on Fire (1509 Shattuck Ave)