



Loan Administration Board

DRAFT MINUTES
LOAN ADMINISTRATION BOARD (LAB)
REGULAR MEETING

Wednesday, January 23, 2019 | 9:00 AM
2887 College Ave
Berkeley, CA 94705

CALL TO ORDER - Board Chairperson Kathleen Crandall called the meeting to order at 9:09 AM.

ROLL CALL – Members present: Kathleen Crandall (chair), Grant Shoaf, Paul Arenstam, Arturo Fernandez, Sylvia Sze, Mark Forbes, David Shamszad (arrived at 9:45 am). Members absent/excused: (e), N/A (a), Public Present: Staff from Anton Salon.

ANNOUNCEMENTS – The Board discussed the best times to meet in the future and it was determined that evenings are the best time for most Board members.

MINUTES OF PREVIOUS MEETING – The minutes from the November 29, 2018 meeting were approved. Motion by Board Member Arenstam and Seconded by Board Member Shoaf. Approved unanimously.

PUBLIC COMMENT – No public comments.

PROGRAM REVIEW – Staff presented the LAB with the program overview and current financial status of the fund. Chair Crandall indicated that it would be a good time to request additional funds from the City Council to support additional applicants and worker owned cooperatives. The Board also thanks Board Member Shoaf for his work with the applicants and for preparing the credit memorandum.

ACTION ITEMS and DISCUSSION

- i) COMMISSION OFFICER ELECTIONS
 - a. Motion by Mr. Shoaf and Seconded by Mr. Fernandez to nominate Kathy Crandall as the Chair. Motion by Mr. Forbes and seconded by Ms. Crandall to nominate Ms. Sze as the Vice Chair. Approved unanimously
- ii) CUPCAKIN', \$140,000 – (REVIEW AND ACTION ON LOAN APPLICATION)
 - a. Motion by Mr. Shoaf and Seconded by Mr. Arenstam to approve the loan. Approved 5-1 with Mr. Forbes voting no.
- iii) Le Crepe a Moi – (REVIEW AND ACTION ON LOAN APPLICATION)
 - a. The Chair continued the item due to incomplete information.
- iv) Revolving Loan Fund Recipient Tour – Site Visit and Recipient Status Presentations

- | | |
|--------------------|--|
| a. 9:40am -10:20am | LAB Site Visit - Anton Salon (2887 College Ave) |
| b. 10:25am-10:40am | LAB Site Visit - Nabolom Bakery (2708 Russell Street) |
| c. 11:00am-11:40pm | LAB Site Visit - California Jazz Conservatory (2040 Addison St.) |
| d. 11:45pm-12:30pm | LAB Site Visit – EBMC (1939 Addison Street) |
| e. 12:40pm-2:00pm | LAB Site Visit – Kitchen on Fire (1509 Shattuck Ave) - LUNCH |
| f. 2:20pm-3:00pm | LAB Site Visit – SlingFin (1355 4th Street, Suite C) |
| g. 3:10pm-3:50pm | LAB Site Visit – Minuteman Press (1101 Fifth Street) |
| h. 4:10pm-4:50pm | LAB Site Visit – Vault Café & Restaurant (3250 Adeline Ave) |

ADJOURNEMENT

A motion to adjourn was made by Chair Crandall and seconded by Mr. Shoaf; Unanimous vote.

Meeting Adjourned at 4:15 pm.

DRAFT