

Susan Murphy
Chair
Dr. Gina Fromer
Vice-Chair
Karen Chung
Commissioner
Damien Posey
Commissioner
Amerika Sanchez
Commissioner
Falaofuta Satele
Commissioner
Marlene Tran
Commissioner

SOUTHEAST COMMUNITY FACILITY COMMISSION CITY and COUNTY of SAN FRANCISCO

London Nicole Breed, Mayor



Emily Pharr,
Executive Director

ADOPTED MINUTES
SOUTHEAST COMMUNITY FACILITY COMMISSION
Facility and Design Advisory Committee
Thursday, January 12, 2023
4:00 p.m. to 6:00 p.m.

This was held by Teleconference Pursuant to the Governor's Executive Order N-29-20 and the Twelfth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency Dated February 25, 2020

During the Coronavirus Disease (COVID-19) emergency, the Southeast Community Facility Commission's (SECFC) Facility and Design Advisory Committee regular meeting room, 1800 Oakdale Avenue, is closed. Commissioners and SECFC staff will convene Committee meetings remotely by teleconference.

1. **Call to Order:** The meeting was called to order at 4:04 p.m. by Commissioner Sanchez.
2. **Roll Call:**
Present: Chung, Sanchez, Satele, Hunnicutt (arr. 4:20 pm)
Excused: Richardson
Absent: LeBlanc, Tiell
3. **General Public Comment:** None
4. **Approval of the Minutes of the November 10, 2022, Virtual Meeting:**
Item #4 was skipped due to lack of quorum.
Returned to Item #4 with quorum after Item #6.
Moved: Chung **Second:** Hunnicutt
Public Comment: None
Ayes: Chung, Sanchez, Satele, Hunnicutt
5. **Farmers Market Proposal Presentation:** (discussion) (Powell)
Isaiah Powell, President, Dragonspunk
Mr. Powell is proposing a Farmers Market to take place at the Center regularly. The Market will be held in the SECC parking lot and focus on food producers who have been underrepresented. The Farmers Market will be managed by Mr. Powell's organization, a 501c3 nonprofit that creates urban spaces for education and sustainable agriculture. Mr. Powell reported the Market will offer fresh seasonal produce, crafts, food trucks, and the opportunity to support local businesses. Mr. Powell noted the Market would focus on 20 vendors and they will be required to comply with all regulations and the maintenance of current certifications.

Mr. Powell requested a Letter of Support to allow use of the parking lot for the Farmers Market, along with access to parking, restrooms, and electricity.

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Questions and Comments from Commissioners and Community Committee Members:

Commissioner Sanchez noted for the record that “Rolling Roots” is connected to the Dragonspunk organization. She said a Letter of Support should acknowledge the reservation was through the RecDesk system which would inform the community that anyone who is innovative can request to use space at the Center.

- Executive Director Pharr noted that because the endeavor was big it was not a typical reservation and was being brought to the committee because of the impact to the broader community and a Letter of Support would ensure the Commission would support this type of use of space at the Center.

Public Comment: None.

Commissioner Sanchez thanked Mr. Powell for the presentation, and Mr. Powell invited everyone to join the “Rolling Root” every Saturday from 12:30pm to 1:30pm at the garden located at the Caliber Pollinator Center across the street from 1800 Oakdale Avenue.

6. Logo Development (discussion)(Berry)

Larry Berry, SECC Deputy Director

Deputy Director Berry provided background on the development of the logo. The SECC team started the process in 2020 with a consultant and community members. The feedback provided was used to develop two logo concepts. Staff and community members felt the designs were insufficient. The SECC team then worked with the San Francisco Arts Commission to identify local artists to develop a logo. A panel was created which included staff and members from our Programs Advisory Committee. An artist was selected based on their concept design and a new logo was developed.

Deputy Director Berry showed the illustration of the design selected by the committee and he advised he continued to work with the artist to refine the design, however too many changes were requested, and the budget was not sufficient. At that point staff turned to the SFPUC internal graphics team and an illustration was provided showing a design that could be used on business cards, letterhead, and clothing. He noted the logo can have temporary redesigns for cultural celebrations such as Latino history month and Pride. The next steps will be to obtain Commission approval and then implement use of the logo.

The Deputy Director noted that as an SFPUC entity we want to follow SFPUC standards and be consistent with the organization. Our logo will be paired with the SFPUC logo in some instances, not all the time, but in certain places.

Questions and Comments from Commissioners and Community Committee Members:

Commissioner Sanchez asked if it was standard practice to have the size of the logos the same? She commented that she loved the fact that it could be separated out and modified for other cultural events.

- Staff advised it was standard practice to have the logos the same size, but again it would not be used all the time.

Public Comment: None.

At the direction of Commissioner Sanchez, the agenda returned to Item #4 Approval of Minutes.

7. **Reservation Desk Bilingual Capabilities** (discussion)(Bryant)

Victoria Bryant, SECC Community Programs Analyst

Ms. Bryant introduced the Reservation System Bilingual Capabilities. A demo site was used highlighting a language button at the top of the page and an accessibility button at the bottom of the page. The site will provide a lot of different options to make the content user friendly and readable for everyone. Over 100 languages will be available and everything on the page will be translated.

The implementation timeline is:

January 2023

- Establish and/or update subscription for UserWay
- Meet with RecDesk site development team – they will add features to our site

February 2023

- Internal quality control (review language translations and accessibility features)
- Begin implementing changes and feedback

March 2023

- Review final changes made and quality control
- Launch UserWay on reservation system

Ms. Bryant advised the immediate next steps are to upgrade the subscription system for UserWay and meet with the RecDesk site development team to add features to the site.

Questions and Comments from Commissioners and Community Committee Members:

Dr. Hunnicutt, Community Committee Member had a question regarding the number of staff needed to handle the reservations, and if this is the only way reservations can be made?

- Staff responded there are currently 3 team members dedicated to the reservation tasks and 2 more team members will be added soon.

Public Comment: None.

Commissioner Sanchez thanked Ms. Bryant for the presentation.

8. **Updates:** (discussion)(Pharr)

Emily Pharr, SECC Executive Director

The Executive Director announced we are in the recruitment process to hire an 1820 Tenant Partner Liaison and any referrals for talented community members would be appreciated.

Questions and Comments from Commissioners and Community Committee Members:

Commissioner Chung said she was glad to hear the Café would be open soon and she looks forward to bringing friends and clients to introduce them to the Center.

Public Comment: None

9. **Announcements:** (discussion)

Staff announced the following events:

- African American Read In, a national event taking place on Monday, February 6 at San Francisco Elementary Schools (contact Emily Wade-Thompson for more information)
- Black History Month event, February 18 in partnership with community, the Office of Workforce Development, and led by Reverend Burch.

10. **Adjournment:** The meeting adjourned at 5:20 p.m.

The next Facility & Advisory Committee meeting is scheduled for Thursday, February 16, 2023, at 4 p.m.