



SAN FRANCISCO
PARK, RECREATION AND
COMMUNITY OPPORTUNITY FUND
TASKFORCE COMMITTEE



McLAREN LODGE, GOLDEN GATE PARK, 501 STANYAN STREET
SAN FRANCISCO, CALIFORNIA 94117
Tel: 415-831-2708 Fax: 415-831-2096

Community Opportunity Fund Task Force

Wednesday, March 25, 2009

6:30 - 8:30 pm

City Hall, 1 Dr. Carlton B. Goodlett Place, Rm 34
San Francisco, CA

**MEETING #4: Grantmaking Best Practices
AGENDA**

- I. Introduction (10 minutes)
 - a. Reminder to introduce yourself for the record before speaking
 - b. Review and adopt minutes from previous meeting
- II. Presentation: Meredith Thomas, NPC – Basics of Grantmaking (10 min)
- III. Panel Discussion: Achieving Impact through Grantmaking and Philanthropic Partnerships (40 minutes)
Panelists: Steve Hagler, Sheila Kolenc, Jake Gilchrist, Catherine Moller Spaulding
- IV. Discussion: what do we like about the programs presented and distributed? What would we like to emulate in the Community Opportunity Fund?
 - a. Share “homework” sheet responses
- V. Next Meeting
 - a. Future regular meeting date/time
 - b. Future meeting topics
- VI. Public Comment
- VII. Adjourn

PUBLIC COMMENT PROCEDURE: Members of the public are encouraged to fill a speaker's card provided at the meeting. Please indicate on the card the speaker's name and agenda item to comment on and pass the card over to Facilitator. Facilitator will call on public comment in the beginning of the meeting and after each agenda item, recognizing speakers by the name on the card. Public comment on any agenda item will be limited to no more than three (3) minutes per speaker. Large groups or organizations that wish to comment on a project or subject are encouraged to have a single representative speaker for no more than three (3) minutes.

COPIES OF EXPLANATORY DOCUMENTS are available to the public at the Recreation and Park Department, McLaren Lodge - Annex, 2nd floor (Planning Unit), 501 Stanyan Street, San Francisco, CA 94117 between the hours of 9 a.m. and 5 p.m., or on the Department Web site: <http://parks.sfgov.org>

("Community Opportunity Fund Taskforce Committee", "Meeting Information", or "Capital Improvement Division" tabs), or upon request at the above address, or by telephone at 415-831-2708.

DISABILITY ACCESS

The COF meetings are in Room 421 or Room 34 of City Hall, 1 Dr. Carlton B. Goodlett Place. They are wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: # 9 San Bruno, #47 Van Ness, #49 Van Ness/Mission, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6070. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. Sign language interpreters are available by contacting Karen Mauney-Brodek (415) 831-2789 at least two working days prior to a meeting. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should also call (415) 831-2789. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals. The Recreation and Park Department TTY number is (415) 666-7058.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Chris Rustom, by mail to City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4689, by phone at (415) 554-7724, by fax at (415) 554-7854, or by e-mail at sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at http://www.sfgov.org/site/sunshine_index.asp?id=4673

PROHIBITING USE OF CELL PHONES, PAGERS AND SIMILAR SOUNDING DEVICES

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited and at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

CORRESPONDENCE TO COMMUNITY OPPORTUNITY FUND TASKFORCE COMMITTEE

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