



LoopWorks

LoopWorks Quarterly Board Meeting

Meeting Minutes for Dec. 20, 2021 at 12:00 pm (noon)

Location: 1421 Yellowstone Ave, Milpitas **or online:** <https://zoom.us/j/8238203495>

1. Welcome

Meeting Ground Rules: Work on consensus basis * Step up / Step back * Try on the process
* Don't interrupt / raise hands / use a stack * Turn off cell phones * Talk to everyone (not facilitators) * Expect unfinished business * Leave your ego at the door * Lead by example

2. Accomplishments to Date:

- Of over 150 foundations researched, only [29 focus on climate solutions](#) in ways compatible with the Milpitas PRT project.
 - Initial [outreach to foundations](#) is complete including direct contact attempted with 9, plus advertising and personal emails to over 900.
 - Initial outreach to 3 (of 7) “blended” investment groups that are associated with foundations (Capricorn, Omidyar, and McKnight).
 - Realization that PRT is capable of [high capacities and speeds](#) (80 – 100 mph), comparable to BART trains that only average 40 mph due to station stops.
 - Version 10 of the [LoopWorks Business Plan](#) includes an update on funding strategy and a new section entitled *Commuter Rail Obsolete?*
 - Media Releases were sent entitled 1) [Tiffany Vuong Joins LoopWorks Board as Community Representative](#) and 2) [Personal Rapid Transit \(PRT\) complements Milpitas Metro Specific Plan](#). The Milpitas Metro Specific Plan (MMSP) media release was sent to 5 City staffers (McHarris, Thomas, Riley, Andrade, Marshall), 5 City Council members, the Chamber of Commerce, 6 media outlets (see Media Release outlets on Trello), Milpitas PRT supporters (44), and postings on our website, Nextdoor, and Facebook.
3. Next funding targets: for-profit investment firms with & without foundation connections.
4. Consider adopting a [Community Covenant](#) to set the tone for internal and external communications (Appendix A). While we agreed to adopt the culture statement, we will change the word “covenant” to “guidelines” or ??, and present it in an editable format (not as an image file). **Carol will work with Rob on creating a LoopWorks version.
5. Compensation Program – Unanimously, we adopted the proposed compensation plan for Rob, Tam, and Tiffany (Appendix B). Tam will create invoices and cut checks as appropriate (\$1212.50 for Tiffany and \$1125 to Tam).
6. Milpitas City Council support – We will build public support through presentations to HOAs and apartment complexes in the Metro Area, presentations to all 14 City Commissions, and social media posts on media outlets, Nextdoor, Facebook, etc.

7. Conversation about strategy for creation of the Milpitas PRT through the City Council & Mayor elections in 2022. LoopWorks may have as many options to influence the election in Milpitas as Chevron did in Richmond. However we will tend to postpone any such effort until after contacting HOAs and City Commissions.
8. Adjournment

Appendix A

Community Covenant



We acknowledge that we are all learning and that we learn in varied ways & at varied paces.



We are here to learn together and to build and respect the community.



We are supportive of one another. We respect people's desires for confidentiality.



We welcome constructive feedback delivered kindly.



We are supportive of one another. We acknowledge histories and structures of oppression that mean we are all starting in very different places.



We share what we know! We also are mindful to make space for voices often less heard.



This is a team sport. We win together. Diverse perspectives strengthen our team.



We take care to avoid unsolicited promotion of products and services.



We co-create a safe space for questions.



We are willing to hear, consider, and respect perspectives that differ from our own.



We assume good intent and we care about the impact we make on each other and in the world.



Appendix B

Until LoopWorks secures adequate funding, no regular employment will be offered. Instead, compensation will be on an hourly “contract basis” whereby recipients will be responsible for all other employment considerations (12.4% Social Security tax, 2.9% for Medicare, health and disability insurance, and other fringe benefits). LoopWorks is committed to fair compensation, as outlined in the Bylaws (page 23). Tam, as a long-time bookkeeper who regularly works on a contract basis, charges \$100/hour for her services. When the idea of each of us being paid the same arose, Tiffany expressed concern that compensating her at \$100/hour may be excessive for her position. Rob also adjusted his expectations – leading to these rates applied to hours logged: Tiffany - \$50/hour, Rob - \$75/hour, Tam - \$100/hour. Until funding arrives, Rob will record hours worked in expectation of eventual compensation, while Tam and Tiffany will be compensated on an on-going basis (up to \$1000 each per month).