



**SUNSHINE ORDINANCE TASK FORCE**  
**Education, Outreach and Training Committee**  
**CITY AND COUNTY OF SAN FRANCISCO**  
**MINUTES - DRAFT**

**Hearing Room 408**  
**City Hall, 1 Dr. Carlton B. Goodlett Place**  
**San Francisco, CA 94102-4689**

**December 9, 2013 – 3:00 PM**

**Regular Meeting**

**Members:** David Pilpel (Chair), Todd David,  
Bruce Oka, Chris Hyland

**1. CALL TO ORDER, ROLL CALL, AND AGENDA CHANGES**

The meeting was called to order at 3:04 p.m. On the call of the roll Member David was noted absent. There was a quorum.

Chair Pilpel called Item No. 4 out of order.

**2. File No. 13024:** Hearing on the status of the Order of Determination of Mica Ringel against the Planning Department for allegedly failing to provide requested records associated with the proposed development of 480 Potrero Avenue.

Mica Ringel (Complainant); provided an update on the information submitted by the Planning Department. The Respondent did not attend the meeting.

**Member Pilpel, seconded by Member Hyland, moved to continue to January meeting of the Education, Outreach and Training committee.**

**Speakers:** None

**The motion passed without object.**

**3. Administrative Code Chapter 12L: Public Access to Records and Meetings of Non-Profit Organizations.**

Chair Pilpel provided a summary and discussion occurred.

David Curto (Human Services Agency) provided a overview and enforcement procedure regarding Administrative Code Chapter 12L: Public Access to Records and Meetings of Non-Profit Organizations.

**Member Pilpel, seconded by Member Hyland, moved to continue to January meeting of the Education, Outreach and Training committee.**

**Speakers:** None

**The motion passed without object.**

**4. Sunshine Ordinance Task Force Website.**

Chair Pilpel provided a summary and discussion occurred.

**Member Pilpel, seconded by Member Hyland, moved to continue to January meeting of the Education, Outreach and Training committee.**

**Speakers:** None

**The motion passed without object.**

**5. Status Update: Correspondence to the Clerk of the Board, Angela Calvillo - Public Comment 150 Summary.**

Chair Pilpel provided an update on the progress of the correspondence and discussion occurred.

**Member Pilpel, seconded by Member Hyland, moved to continue to January meeting of the Education, Outreach and Training committee.**

**Speakers:** None

**The motion passed without object.**

**6. Public Comment:**

**Speakers:** None.

**7. Announcements, Comments, Questions, and Future Agenda Items.**

**8. ADJOURNMENT**

There being no further business the meeting the Committee Adjourned at 4:47 p.m.

**Website**

**Create a web address or link with ‘SOTF’ such as sfsotf.org**

**Move calendar to the First Page for ease of use by the public**

**Make all attached document searchable**

**Scan all documents in a searchable format**

**OCR Scan into PDF**

**Covert old HTML link that are already online into PDF**

**How far back do we need to keep agendas online?**

**Create subcategories to documents sections**

**New complaint sections with easy to understand how to**

**Add sample video of SOTF meeting to website**

**All submitted documents needs to be in 16 point font. (Oka in meeting issue)**

**Title change ‘Order of Determination and Referrals**