

A. Philip Randolph Institute
San Francisco
1301 Evans Avenue
San Francisco, CA 94124



Tel. (415) 821-4777
FAX (415) 821-4733
aprisf@sbcglobal.net
www.aprisf.org

NOTICE TO APRISF BOARD MEMBERS

**SUBJECT: 2024 QUARTERLY APRISF BOARD MEETINGS WITH QUORUM
STATUS OPEN TO THE PUBLIC***

DATES are on:

- > **February 28, 2024**
- > **May 22, 2024**
- > **August 28, 2024**
- > **November 20, 2024**

TIME: open session starts at 6pm; closed session starts at 6:30pm

VENUE: 1301 Evans Avenue, San Francisco, CA 94124 and/or via Zoom (or similar platform)

* as per the Sunshine Ordinance (SF Administrative Code Section 12L for Nonprofits), APRISF complies with the Non-Profit Public Access Ordinance. **Protocol to follow Covid19 mandates on virtual meetings, as needed.**

For more information, contact: aprisf@sbcglobal.net or call 415-821-4777

This notice submitted to the following on February 17, 2024

- > SF Public Library
- > Clerk of the Board of Supervisors of San Francisco



2024 APRISF Policy on Public Access to Records

Sunshine Ordinance*

As a nonprofit organization doing business with the City and County of San Francisco, A. Philip Randolph Institute San Francisco (APRISF) complies with the Nonprofit Public Access Ordinance (Sunshine Ordinance).

Public Access to Meetings: Each year, two meetings of the Board of Directors of APRISF are open to the public. During these two meetings, members of the public have the opportunity to directly address the Board of Directors on any item related to APRISF's operations or services provided, to comment on Board of Directors membership, and/or to nominate themselves or others for appointment to the Board of Directors. APRISF Board of Directors will announce the dates of these meetings at least 30 days in advance through the San Francisco Public Library and the Clerk of the Board of Supervisors.

Community Representation: APRISF strives to include on its Board of Directors individuals who represent the community, including one or more individuals who are recipients of APRISF's services. To this end, APRISF posts a notice in its lobby and on its website with information about how individuals interested in serving on APRISF's Board can nominate themselves or others for Board service.

Public Access to Records: APRISF makes the following financial information available for public inspection: our most recent budget provided to the City in connection to City contracts, most recent state and federal tax returns, and any financial or performance audits performed for the City in connection to a contract.

These documents may be reviewed at APRISF's offices during normal business hours. Alternatively, upon receiving a written request as well as payment for duplication and mailing costs, APRISF will produce and mail copies of these documents to the requester within 10 business days of the request.

A member of the public who wishes to request additional financial information other than that described above, or who has a complaint concerning APRISF's compliance with the ordinance, may submit their request or complaint to APRISF's Director of Finance. The Director of Finance will reply within 10 business days of receiving the request or complaint.

If the member of the public feels that the Director of Finance's response to their request or complaint does not comply with the ordinance, or a response is not received within 10 business days, the member of the public may submit their request or complaint to APRISF's Executive Director.

If the member of the public feels that the Executive Director's response does not comply with the ordinance, or a response is not received within 10 business days, the member of the public may submit their request or complaint to the appropriate City agency.

***Access subject to Covid19 CDC protocols; contact APRISF for more information**

