

File No. 160208

Committee Item No. 3

Board Item No. 21

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Rules Committee

Date March 24, 2016

Board of Supervisors Meeting

Date April 5, 2016

Cmte Board

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Memorandum of Understanding (MOU) |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 - Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Form 700 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vacancy Notice |
| <input type="checkbox"/> | <input type="checkbox"/> | Information Sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

- | | | |
|-------------------------------------|-------------------------------------|--------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Appointment Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Completed by: Victor Young

Date March 18, 2016

Completed by: Derek Evans

Date March 30, 2016

1 [Confirming Reappointment, Municipal Transportation Agency Board of Directors - Cristina
2 Rubke]

3 **Motion confirming the Mayor's reappointment of Cristina Rubke, to the Municipal**
4 **Transportation Agency Board of Directors, term ending March 1, 2020.**

5
6 WHEREAS, Article VIII.A of the City Charter, approved November 1999, establishes
7 the Municipal Transportation Agency ("MTA") which includes the Municipal Railway and shall
8 include the Department of Parking and Traffic; and

9 WHEREAS, The MTA includes a Board of Directors governed by a board of seven
10 directors appointed by the Mayor and confirmed by the Board of Supervisors; and

11 WHEREAS, At least four of the directors must be regular riders of the municipal railway
12 and must continue to ride the municipal railway during their terms; and

13 WHEREAS, The directors must possess significant knowledge of, or professional
14 experience in, one or more the fields of government, finance, or labor relations; and

15 WHEREAS, At least two of the directors must possess significant knowledge of, or
16 professional experience in, the field of public transportation; and

17 WHEREAS, The Mayor has appointed Cristina Rubke to the MTA Board of Directors to
18 serve a term ending March 1, 2020; now, therefore, be it

19 MOVED, That the Board of Supervisors of the City and County of San Francisco does
20 hereby confirm the Mayor's appointment of Cristina Rubke to the Board of Directors of the
21 Municipal Transportation Agency for a term ending March 1, 2020.

OFFICE OF THE MAYOR
SAN FRANCISCO



ORIG: Rules, Leg. Pos-H
Leg Dep. City atty
EDWIN M. LEE ac
MAYOR File

Notice of Appointment

March 2, 2016

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2016 MAR - 2 PM 4:44
BY _____
AK

San Francisco Board of Supervisors
City Hall, Room 244
1 Carlton B. Goodlett Place
San Francisco, California 94102

Honorable Board of Supervisors:

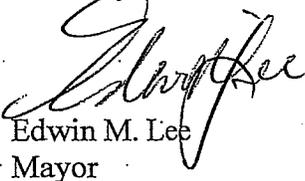
Pursuant to Section 8A.112 of the Charter of the City and County of San Francisco, I hereby make the following nomination:

Cristina Rubke, to the Municipal Transportation Agency Board of Directors, for a term ending March 1, 2020

I am confident that Ms. Rubke, an elector of the City & County of San Francisco, will continue to serve our community well. Attached herein for your reference are her qualifications to serve.

Should you have any questions related to this appointment, please contact my Director of Legislative & Government Affairs, Nicole Wheaton at (415) 554-7940.

Sincerely,


Edwin M. Lee
Mayor

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

March 2, 2016

Angela Calvillo
Clerk of the Board, Board of Supervisors
San Francisco City Hall
1 Carlton B. Goodlett Place
San Francisco, CA 94102

Dear Ms. Calvillo,

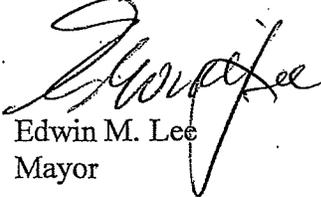
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Should you have any questions related to this appointment, please contact my Director of Legislative & Government Affairs, Nicole Wheaton at (415) 554-7940.

Sincerely,


Edwin M. Lee
Mayor



SHARTSIS FRIESE LLP

One Maritime Plaza ♦ Eighteenth Floor
San Francisco, California 94111-3598

Larisa A. Meisenheimer
lmeisenheimer@sflaw.com

March 23, 2016

Board of Supervisors
Board.of.Supervisors@sfgov.org

Re: Appointment of Cristina Rubke to SFMTA Board

Ladies and Gentlemen:

I write to you to enthusiastically and strongly recommend Cristina Rubke for reappointment to a position on the SFMTA Board. I am a partner and the Co-Chair of the Litigation Department at Shartsis Friese, Cristina's current employer, and have worked with her for nearly ten years. During that time, I have been continually impressed by Cristina's determination, dedication and integrity.

I have met few people that have impressed me as much as Cristina. She was not dealt the easiest hand in life. But she has, through a unique combination of grace and grit, refused to let that define any aspect of her professional or personal life.

At work, Cristina has built a strong practice in intellectual property law. She also has been a leading advocate at our law firm for bringing in pro bono cases to help those in need. For example, she secured a settlement and better situation for a child in a wheelchair that was being treated abusively by a school bussing service. In another case, she prevented a developmentally delayed woman from being defrauded out of her inheritance. Her colleagues and opposing counsel alike recognize her talent and effectiveness.

Cristina also is tremendously dedicated to our community. After the work day, Cristina commits her time to helping community organizations. She has led the delegation of attorneys from San Francisco to the annual Conference of Delegates. She also was the co-chair of the Disability Rights Committee, a member of the Bar Association Judiciary Committee, and a member or chair of numerous other committees. This translates to a schedule where Cristina spends the majority of her nights every week dedicated to bettering our community.

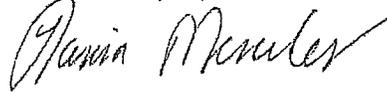
And on a more personal note, the main thing that I associate with Cristina is courage. She is not intimidated by obstacles and sets an example for the rest of us. For instance, several years ago she became interested in sailing. Without the use of her limbs, she has used an adapted dinghy and developed the skills to sail the Bay, and to compete successfully in regattas and other

Board of Supervisors
March 23, 2016
Page 2

competitive sailing events. She also was the Commodore of the Bay Area Association of Disabled Sailors for four years, and was able to double its annual budget and add several new programs, all while maintaining a collegial and productive board environment. No matter what the situation, she consistently finds a way to make things happen while treating others with dignity and respect.

The SFMTA Board would be fortunate to have someone as dedicated and upstanding as Cristina as a member.

Sincerely,



Larisa A. Meisenheimer

LAM:eml

cc Nicole Elliott (via email nicole.elliott@sfgov.org)

Item # 3 - File No. 160208

Evans, Derek

From: Board of Supervisors, (BOS)
Sent: Wednesday, March 23, 2016 11:30 AM
To: BOS-Supervisors; Evans, Derek; Somera, Alisa (BOS)
Subject: File 160208 FW: Appointment of Cristina Rubke to SFMTA Board
Attachments: Letter to Board of Supervisors re Cristina Rubke Mar 23 2016.pdf

From: Luz, Elaine [mailto:eluz@sflaw.com]
Sent: Wednesday, March 23, 2016 10:46 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: Meisenheimer, Larisa A. <LMeisenheimer@sflaw.com>; Elliott, Nicole (MYR) <nicole.elliott@sfgov.org>
Subject: Appointment of Cristina Rubke to SFMTA Board

Ladies and Gentlemen,

Enclosed please find Ms. Meisenheimer's March 23, 2016, correspondence regarding appointment of Cristina Rubke to SFMTA Board.

Elaine Luz
Secretary to Larisa A. Meisenheimer,
Roey Z. Rahmil, Phil Blandino and Ruth Der
Shartsis Friese LLP
One Maritime Plaza, 18th Floor
San Francisco, CA 94111-3598
(415) 773-7267 Direct
(415) 421-2922

The information in this email is confidential and may also be privileged. The information is intended only for the use of the persons to whom it is addressed. If you are not the intended recipient, or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any use, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this email in error, please immediately notify us by forwarding the message to info@sflaw.com and deleting the original message. Thank you.

Evans, Derek

From: Elliott, Nicole (MYR)
Sent: Tuesday, March 22, 2016 5:37 PM
To: Evans, Derek
Cc: Somera, Alisa (BOS)
Subject: FW: Support for Cristina Rubke's Nomination to SFMTA Board
Attachments: 2016.03.22_Cristina Rubke_MTAB.pdf

Good afternoon Derek,

Please add to file no. 160208.

Best,
Nicole

Nicole A. Elliott
Director, Legislative & Government Affairs
Office of Mayor Edwin M. Lee
(415) 554-7940

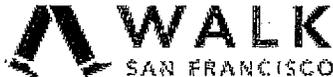
From: Nicole Ferrara [mailto:nicole@walksf.org]
Sent: Tuesday, March 22, 2016 4:29 PM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>
Cc: Elliott, Nicole (MYR) <nicole.elliott@sfgov.org>; Cristina N. Rubke <crubke@sflaw.com>; Cathy DeLuca <cathy@walksf.org>
Subject: Support for Cristina Rubke's Nomination to SFMTA Board

Dear Supervisors,

Attached, please find a letter of support for Director Rubke's re-nomination to the SFMTA Board of Directors. Please feel free to reach out with any questions.

Sincerely,

Nicole Ferrara
Executive Director



433 Natoma St, Suite 240, San Francisco, CA 94103
415.431.9255 | walksf.org

Support the call for a Vision Zero goal to eliminate ALL traffic deaths in 10 years - [join or renew as a Walk SF member today.](#)



March 22, 2016

San Francisco Board of Supervisors
City Hall
1 Carlton B. Goodlett Place
San Francisco, CA 94102

Subject: Support for Cristina Rubke's nomination as an SFMTA Director

Dear Supervisors,

I am writing on behalf of Walk San Francisco to support Ms. Cristina Rubke's nomination by Mayor Lee for re-appointment to the San Francisco Municipal Transportation Agency (SFMTA) Board of Directors.

During Director Rubke's first term as an SFMTA Director, she consistently demonstrated her support for Vision Zero and pedestrian safety in San Francisco. She has also been engaged with the community and interested in understanding the community's perspective and priorities to enhance public transit and pedestrian/bicycle safety in San Francisco.

I had the unfortunate opportunity of working closely with Director Rubke following the death of Thu Phan, a wheelchair user who was recently hit and killed on Market Street. Director Rubke, a friend of Ms. Phan's, was very engaged in ensuring that the community came together to reflect on and respond to Ms. Phan's death, helping to spark a partnership between the SFMTA, active transportation advocates, and the disability community to ensure that Vision Zero engages people with disabilities.

Walk San Francisco believes that Director Rubke has been – and will continue to be – a strong voice for people who walk and wheelchair roll on the SFMTA Board of Directors and we urge that you to support her nomination. Please feel free to reach out to me directly if you have any questions at nicole@walksf.org or 415-404-9024.

Sincerely,

A handwritten signature in cursive script that reads "Nicole Ferrara".

Nicole Ferrara
Executive Director

cc: Nicole Elliot, Legislative Director, Office of Mayor Lee

Evans, Derek

From: Elliott, Nicole (MYR)
Sent: Monday, March 21, 2016 8:45 AM
To: Evans, Derek
Cc: Somera, Alisa (BOS)
Subject: FW: Christina Rubke for MTA board

Derek,

Please add to File No. 160208.

Thank you,
Nicole

Nicole A. Elliott
Director, Legislative & Government Affairs Office of Mayor Edwin M. Lee
(415) 554-7940

-----Original Message-----

From: Liz Diaz [mailto:lizdiaz@mac.com]
Sent: Monday, March 21, 2016 8:27 AM
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Elliott, Nicole (MYR) <nicole.elliott@sfgov.org>
Cc: Cristina Rubke <crisrina.rubke@gmail.com>
Subject: Christina Rubke for MTA board

Dear Board of Supervisors,

I highly encourage you to support the nomination of Christina Rubke for SFMTA. My experience of working with her over the past 10 years on the waterfront has allowed me to see how talented, conscientious and capable she is. Her expert knowledge of "transportation" is a boon to the MTA! She is an involved and active member of the Bay Area Disabled Sailors, of South Beach Yacht Club and is frequently seen zipping down the Embarcadero on the Herb Caen Promenade! In the opportunities I have had to share volunteering at Events with her, she is an absolute delight to work with!

Please support her nomination!

Sincerely,
Liz Diaz,
North Beach Marine Canvas
Pier 40, South Beach Harbor
SFCA 94107

PH 415 730 2842

Cristina N. Rubke

Education

Santa Clara University, School of Law

Juris Doctor, May 2004

University of California, Berkeley

Bachelor of Arts, English, May 2001

Professional Experience

Shartsis Friese LLP, Counsel, Litigation Department

March 2005-Present

- Draft pleadings, discovery, discovery responses, and memos.
- Conduct legal and factual research.
- Make court appearances.
- Take and defend depositions.

The Impact Fund, Interviewer for Dukes v. Wal-Mart Stores, Inc.

September 2004-December 2004

- Interviewed potential class members to gather information in support of the class action lawsuit claims.

MontaVista Software, Intern

January 2003-December 2003

- Analyzed application of open source licenses to individual software files.
- Negotiated, reviewed and edited non-disclosure agreements.

Electronic Frontier Foundation, Intern

June 2002-August 2002

- Researched open source and public licenses and designed a web-based database for licenses.
- Conducted research on the Constitution as applied to copyright law.
- Participated in weekly legal strategy meetings with staff attorneys and other legal interns.

Community Activities

Bar Association of San Francisco, Member

February 2005-Present

- Delegate for the San Francisco Delegation in the 2006-2011 Conferences of Delegates
- Chair of the San Francisco Delegation to the 2010 Conference of Delegates
- Co-Chair of Disability Rights Committee
- Member of Judiciary Committee

Disability Rights Advocates, Board Member

January 2009-Present

America's Cup Organizing Committee, Member

September 2010-Present

San Francisco, Better Market Street Project Community Advisory Committee

January 2011-Present

Bay Area Association of Disabled Sailors (BAADS), Commodore

January 2012-Present

South Beach Yacht Club, Board Member (BAADS representative)

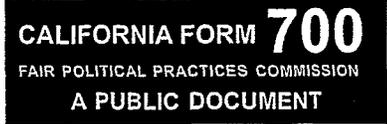
January 2012-Present

State Bar of California, Council on Access & Fairness, Council Member

September 2011-Present

The Beacon Residential Owners Association, Vice President, Board Member

April-October 2007



STATEMENT OF ECONOMIC INTERESTS COVER PAGE

Date Initial Filing Received Official Use Only

E-Filed 03/24/2015 15:24:00 Filing ID: 154740444

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE) Rubke, Cristina

1. Office, Agency, or Court

Agency Name (Do not use acronyms) City and County of San Francisco Division, Board, Department, District, if applicable Your Position Parking Authority Commissioner If filing for multiple positions, list below or on an attachment. (Do not use acronyms) Agency: *SEE ATTACHED FOR ADDITIONAL POSITIONS Position:

2. Jurisdiction of Office (Check at least one box)

State Multi-County City of Judge or Court Commissioner (Statewide Jurisdiction) County of San Francisco Other

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2014, through December 31, 2014 -or- The period covered is through December 31, 2014 Assuming Office: Date assumed Candidate: Election Year and office sought, if different than Part 1: Leaving Office: Date Left (Check one) The period covered is January 1, 2014, through the date of leaving office. The period covered is through the date of leaving office.

4. Schedule Summary

Check applicable schedules or "None." Total number of pages including this cover page: 4 Schedule A-1 - Investments - schedule attached Schedule C - Income, Loans, & Business Positions - schedule attached Schedule A-2 - Investments - schedule attached Schedule D - Income - Gifts - schedule attached Schedule B - Real Property - schedule attached Schedule E - Income - Gifts - Travel Payments - schedule attached None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE (Business or Agency Address Recommended - Public Document) San Francisco CA 94103 DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed 03/24/2015 (month, day, year)

Signature Cristina Rubke (File the originally signed statement with your filing official.)

**STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
Expanded Statement Attachment**

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name

Cristina Rubke

Agency	Division/Board/Dept/District	Position	Type of Statement
City and County of San Francisco	Municipal Transportation Agency	Member	Annual 1/1/2014 - 12/31/2014
City and County of San Francisco	Municipal Transportation Agency	Member, Board of Directors	Annual 1/1/2014 - 12/31/2014

SCHEDULE A-1 Investments

Stocks, Bonds, and Other Interests (Ownership Interest is Less Than 10%)

Do not attach brokerage or financial statements.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name _____
<u>Rubke, Cristina</u>

▶ NAME OF BUSINESS ENTITY
Citigroup Int.

GENERAL DESCRIPTION OF THIS BUSINESS
banking

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____ (Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
 _____ / _____ / _____ _____ / _____ / _____
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____ (Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
 _____ / _____ / _____ _____ / _____ / _____
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____ (Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
 _____ / _____ / _____ _____ / _____ / _____
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____ (Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
 _____ / _____ / _____ _____ / _____ / _____
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____ (Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
 _____ / _____ / _____ _____ / _____ / _____
 ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____ (Describe)
 Partnership Income Received of \$0 - \$499
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
 _____ / _____ / _____ _____ / _____ / _____
 ACQUIRED DISPOSED

Comments: _____

SCHEDULE C

Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

Rubke, Cristina

▶ 1. INCOME RECEIVED

NAME OF SOURCE OF INCOME
Shartsis Friese LLP

ADDRESS (Business Address Acceptable)
San Francisco, CA 94111

BUSINESS ACTIVITY, IF ANY, OF SOURCE
Law

YOUR BUSINESS POSITION
Counsel

GROSS INCOME RECEIVED
 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
 Salary Spouse's or registered domestic partner's income
(For self-employed use Schedule A-2.)
 Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)
 Sale of _____
(Real property, car, boat, etc.)
 Loan repayment
 Commission or Rental Income, list each source of \$10,000 or more

(Describe)
 Other _____
(Describe)

▶ 1. INCOME RECEIVED

NAME OF SOURCE OF INCOME

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF SOURCE

YOUR BUSINESS POSITION

GROSS INCOME RECEIVED
 \$500 - \$1,000 \$1,001 - \$10,000
 \$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED
 Salary Spouse's or registered domestic partner's income
(For self-employed use Schedule A-2.)
 Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)
 Sale of _____
(Real property, car, boat, etc.)
 Loan repayment
 Commission or Rental Income, list each source of \$10,000 or more

(Describe)
 Other _____
(Describe)

▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

* You are not required to report loans from commercial lending institutions, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

HIGHEST BALANCE DURING REPORTING PERIOD
 \$500 - \$1,000
 \$1,001 - \$10,000
 \$10,001 - \$100,000
 OVER \$100,000

INTEREST RATE _____ % None

TERM (Months/Years) _____

SECURITY FOR LOAN
 None Personal residence
 Real Property _____
Street address

City
 Guarantor _____
 Other _____
(Describe)

Comments: _____

