COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST Committee: _Rules Committee	File No	180351	Committee Item No Board Item No.	
Cmte Board Motion Resolution Ordinance Legislative Digest Budget and Legislative Analyst Report Youth Commission Report Introduction Form Department/Agency Cover Letter and/or Report Memorandum of Understanding (MOU) Grant Information Form Grant Budget Subcontract Budget Contract/Agreement Form 126 - Ethics Commission				SORS
Cmte Board Motion Resolution Ordinance Legislative Digest Budget and Legislative Analyst Report Youth Commission Report Introduction Form Department/Agency Cover Letter and/or Report Memorandum of Understanding (MOU) Grant Information Form Grant Budget Subcontract Budget Contract/Agreement Form 126 - Ethics Commission		: Rules Committee	Date _	
Application Form 700 Vacancy Notice	Cmte Boa	Motion Resolution Ordinance Legislative Digest Budget and Legislative A Youth Commission Repolation Form Department/Agency Cook Memorandum of Unders Grant Information Form Grant Budget Subcontract Budget Contract/Agreement Form 126 - Ethics Comm Award Letter Application Form 700	ort ver Letter and/or Rep standing (MOU)	ort

	r ubile Correspondence
OTHER	(Use back side if additional space is needed)

Completed by:	Alisa Somera	_Date _	April 6, 2018
Completed by:		_ Date _	
		_	******

Linda Richardson]

[Mayoral Reappointment, Treasure Island Development Authority Board of Directors -

Motion approving/rejecting the Mayor's nomination for reappointment of Linda Richardson to the Treasure Island Development Authority Board of Directors, for a term ending April 28, 2022.

MOVED, That the Board of Supervisors of the City and County of San Francisco does hereby approve/reject the nomination for reappointment by the Mayor of the following designated person to serve as a member of the Treasure Island Development Authority Board of Directors, pursuant to Charter, Section 3.100, for the term specified:

Linda Richardson, seat 5, succeeding themself, must be appointed by the Mayor and confirmed by the Board of Supervisors, for a four-year term ending April 28, 2022.

Office of the Mayor san francisco



MARK E. FARRELL

MAYOR BOLED OF SUPERVISOR

SELFRANCISOR

REPLANCED OF SUPERVISOR

REPLANCED OF SUPERVISOR

April 3, 2018

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,

Pursuant to the Treasure Island Conversion Act of 1997 and the Treasure Island Development Authority (TIDA) Bylaws, Article V, I hereby make the following nominations:

V. Fei Tsen to the Treasure Island Development Authority, Seat 3, for a term ending February 26, 2022

Linda Richardson to the Treasure Island Development Authority, Seat 5, for a term ending April 28, 2022

Paul Giusti to the Treasure Island Development Authority, Seat 7, for a term ending April 28, 2022

I am confident that Ms. Tsen, Ms. Richardson and Mr. Giusti – all electors of the City and County – will serve our community well. Attached are their qualifications, which demonstrate how these nominations for appointments and reappointments represent the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

Should you have any questions related to these nominations, please contact my Deputy Chief of Staff, Francis Tsang at (415) 554-6467.

Sincerely,

Mark E. Farrell

Mark E. Jul

Mayor

Linda Fadeke Richardson

Linda Fadeke Richardson is a land use and economic development expert with over 25 years in the public and private sector. She has been a champion of environmental justice, education, health and community revitalization, and her efforts have made the community a better place.

A Nigerian-born community advocate, Linda is President of ADR Continental Group, a full-service, woman-owned company specializing in land use planning, project management, community benefits administration, communications, workforce training, media, environmental education and sustainable development.

Linda is a former member of the Planning Commission, where she worked on the approvals of major signature City projects, most notably, Mission Bay, Giants Ballpark, several affordable housing and public works projects.

She served on the Commission on the Environment to implement the City's Sustainability Plan. During her tenure the first series of guidelines for Environmental Justice were developed for the City, most of which has become a national model. Miss Richardson's extensive work on sustainability and smart growth development, environmental justice is nationally known. She also led the community fight to close Hunters Point power plant in 1998.

In 2002, the former California Governor Gray Davis appointed her to serve on the Bay Conservation and Development Commission (BCDC). The State agency provides regulatory oversight over the Bay Area coastal development.

She was appointed by Mayor Gavin Newsom in 2006 to serve on the Human Rights Commission. As the Co-Chair of the Local Business Enterprise, she has worked with the minority-owned, and women-owned business entities and City Departments to address contracting disparities. As a result, the San Francisco Board of Supervisors has enacted policies to improve the business climate in San Francisco.

While serving on the Civil Service Commission, and later as its President, Linda collaborated with labor organizations and City employees to develop policies for the Department of Human Resources on hiring, promotion, and workforce development.

She currently serves on the Board of Directors of the Treasure Island Development Authority.

Working with the diverse communities has been the highlight of her career, and she will forever value the team work, exposure, and opportunities to make the City a better place for all residents.

Currently, Linda Richardson is a board member of the Bayview Multi-Purpose Senior Center, and she sits on the boards of several women's political and business organizations.

Please type or print in ink.

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION A PUBLIC DOCUMENT

STATEMENT OF ECONOMIC INTERESTS COVER PAGE

Date Initial Filing Received Official Use Only

> E-Filed 03/28/2018 15:15:24

> Filing ID: 170366947

NAME OF FILER	(LAST)		(FIRST)	<u> Caranta de Caranta de</u>	(MIDDLE)
Richardson, Linda					
1. Office, Agency, or C	ourt				
Agency Name (Do not use	acronyms)			·	
City and County of S	San Francisco				
Division, Board, Department	, District, if applicable		Your Position		AND SAME AND
Treasure Island Deve	elopment Authority		Member		
► If filing for multiple position	ns, list below or on an attachmer	t. (Do not use	acronyms)		
Agency:			. Position:		
2. Jurisdiction of Offic	Ce (Check at least one box)		. "Potenti esta musum saman musica" (Securitary esta		
State	(unoun at roads one sony		☐ Judge or Cou	urt Commissioner (State	ewide Jurisdiction)
Multi-County		v	_	an Francisco	•
X City ofSan France				and County of	San Francisco
3. Type of Statement (
	overed is January 1, 2017, thro	ugh	Leaving Off	fice: Date Left	J
-or- The period co December 3 ⁻	vered is/, th 1, 2017	rough	O The per leaving of		ary 1, 2017, through the date of
Assuming Office: Dat	e assumed	_	O The peri of leavin		, through the date
Candidate:Date of Elect	ion and off	ice sought, if dif	ferent than Part 1:		
4. Schedule Summary (must complete) ▶ Tota	l number of	nages including	this cover page:	• 6
Schedules attached	, , , ,	i nambor or	pages meraamg	tine cover page.	
Schedule A-1 - Inv	restments – schedule attached	[X Schedule C - Inco	ome Loans & Busines	ss Positions - schedule attached
X Schedule A-2 - Inv	restments - schedule attached			ome – Gifts – schedule	
Schedule B - Real	Property - schedule attached		Schedule E - Inco	ome – Gifts – Travel P	ayments - schedule attached
-or-					
☐ None - No reporta	ble interests on any schedu	le			
5. Verification				·	
MAILING ADDRESS (Business or Agency Address Recor	STREET	CITY		STATE	ZIP CODE
[Dasiness of Agency Address Recoi	иненава - газно Босинену	San Er	ancisco	CA	94124
DAYTIME TELEPHONE NUMBER		5411 11	E-MAIL ADDRESS		71121
()					
	iligence in preparing this statemen schedules is true and complete.				wledge the information contained
I certify under penalty of p	perjury under the laws of the St	ate of Californ	ia that the foregoing	is true and correct.	
Date Signed03/28/2018	3	Si	gnature <u>Linda Ri</u>	.chardson	
Date Digited	(month, day, year)	Oli	(Fil	e the originally signed statemen	nt with your filing official.)

SCHEDULE A-1 Investments

Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)
Do not attach brokerage or financial statements.

FAIR POLITICAL PRACTICES COMMISSION	
Name	
Richardson, Linda	_

► NAME OF BUSINESS ENTITY	► NAME OF BUSINESS ENTITY
Bank of America	FACEBOOK
GENERAL DESCRIPTION OF THIS BUSINESS	GENERAL DESCRIPTION OF THIS BUSINESS
Bank of America	SOCIAL MEDIA
FAIR MARKET VALUE	FAIR MARKET VALUE
\$2,000 - \$10,000 \$10,001 - \$100,000	\$2,000 - \$10,000 X \$10,001 - \$100,000
X \$100,001 - \$1,000,000 Over \$1,000,000	\$100,001 - \$1,000,000 Over \$1,000,000
NATURE OF INVESTMENT	NATURE OF INVESTMENT
X Stock Other (Describe)	X Stock Other (Describe)
Partnership O Income Received of \$0 - \$499 O Income Received of \$500 or More (Report on Schedule C)	Partnership O Income Received of \$0 - \$499 O Income Received of \$500 or More (Report on Schedule C)
IF APPLICABLE, LIST DATE:	IF APPLICABLE, LIST DATE:
ACQUIRED DISPOSED	ACQUIRED DISPOSED
► NAME OF BUSINESS ENTITY	► NAME OF BUSINESS ENTITY
Kinder Morgan InCorp	ALIBABA Group HLDG LTD
GENERAL DESCRIPTION OF THIS BUSINESS	GENERAL DESCRIPTION OF THIS BUSINESS
Energy	Technology (E-Commerce)
FAIR MARKET VALUE	FAIR MARKET VALUE
X \$2,000 - \$10,000 S10,001 - \$100,000	X \$2,000 - \$10,000
\$100,001 - \$1,000,000 Over \$1,000,000	\$100,001 - \$1,000,000 Over \$1,000,000
NATURE OF INVESTMENT	NATURE OF INVESTMENT
NATURE OF INVESTMENT X Stock Other	
(Describe)	(Describe)
Partnership O Income Received of \$0 - \$499 O Income Received of \$500 or More (Report on Schedule C)	Partnership O Income Received of \$0 - \$499 O Income Received of \$500 or More (Report on Schedule C)
O lincollie (Aecelved of \$500 of Mole (Nepul of Scriedule C)	C income Necesyed of \$500 of More (Report on Schedule C)
IF APPLICABLE, LIST DATE:	IF APPLICABLE, LIST DATE:
ACQUIRED DISPOSED	ACQUIRED DISPOSED
► NAME OF BUSINESS ENTITY	► NAME OF BUSINESS ENTITY
ZOETIS	Redwood TRust
GENERAL DESCRIPTION OF THIS BUSINESS	GENERAL DESCRIPTION OF THIS BUSINESS
Pharmaceuticals	Real Estate, Securities Investment
FAIR MARKET VALUE	FAIR MARKET VALUE
X \$2,000 - \$10,000 S10,001 - \$100,000	X \$2,000 - \$10,000 S10,001 - \$100,000
S100,001 - \$1,000,000 Over \$1,000,000	\$100,001 - \$1,000,000 Over \$1,000,000
NATURE OF INVESTMENT	NATURE OF INVESTMENT
X Stock Other	X Stock Other
(Describe)	(Describe)
Partnership O Income Received of \$0 - \$499 O Income Received of \$500 or More (Report on Schedule C)	Partnership O Income Received of \$0 - \$499 O Income Received of \$500 or More (Report on Schedule C)
IF APPLICABLE, LIST DATE:	IF APPLICABLE, LIST DATE:
1 1	
ACQUIRED DISPOSED	ACQUIRED DISPOSED
ı	I
Comments:	

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
Richardson, Linda

► NAME OF BUSINESS ENTITY	► NAME OF BUSINESS ENTITY
PFIZER	GENERAL ELECTRIC
GENERAL DESCRIPTION OF THIS BUSINESS	GENERAL DESCRIPTION OF THIS BUSINESS
Phamaceuticals	Consumer, Industrial Products
FAIR MARKET VALUE	FAIR MARKET VALUE
. \$2,000 - \$10,000 X \$10,001 - \$100,000	☐ \$2,000 - \$10,000 X \$10,001 - \$100,000
S100,001 - \$1,000,000 Over \$1,000,000	S100,001 - \$1,000,000 Over \$1,000,000
NATURE OF INVESTMENT	NATURE OF INVESTMENT
X Stock Other (Describe)	∑ Stock ☐ Other(Describe)
Partnership O Income Received of \$0 - \$499 O Income Received of \$500 or More (Report on Schedule C)	Partnership O Income Received of \$0 - \$499 O Income Received of \$500 or More (Report on Schedule C)
IF APPLICABLE, LIST DATE:	IF APPLICABLE, LIST DATE:
ACQUIRED DISPOSED	ACQUIRED DISPOSED
► NAME OF BUSINESS ENTITY	► NAME OF BUSINESS ENTITY
GENERAL DESCRIPTION OF THIS BUSINESS	GENERAL DESCRIPTION OF THIS BUSINESS
·	
FAIR MARKET VALUE	FAIR MARKET VALUE
\$2,000 - \$10,000 \$10,001 - \$100,000	\$2,000 - \$10,000 \$10,001 - \$100,000
\$100,001 - \$1,000,000 Over \$1,000,000	\$100,001 - \$1,000,000 Over \$1,000,000
NATURE OF INVESTMENT	NATURE OF INVESTMENT
Stock Other	Stock Other
(Describe) Partnership O Income Received of \$0 - \$499	(Describe) Partnership O Income Received of \$0 - \$499
O Income Received of \$500 or More (Report on Schedule C)	O Income Received of \$500 or More (Report on Schedule C)
IF APPLICABLE, LIST DATE:	IF APPLICABLE, LIST DATE:
II AIT EIOABEE, EIOT BATE.	I AIT LIONDEE, EIGT DATE.
ACQUIRED DISPOSED	ACQUIRED DISPOSED
NAME OF BUSINESS ENTITY	NAME OF BUSINESS ENTITY
GENERAL DESCRIPTION OF THIS BUSINESS	GENERAL DESCRIPTION OF THIS BUSINESS
FAIR MARKET VALUE	FAIR MARKET VALUE
\$2,000 - \$10,000 \$10,001 - \$100,000	\$2,000 - \$10,000 \$10,001 - \$100,000
\$100,001 - \$1,000,000 Over \$1,000,000	\$100,001 - \$1,000,000 Over \$1,000,000
NATURE OF INVESTMENT	NATURE OF INVESTMENT
Stock Other	Stock Other
(Describe) Partnership O Income Received of \$0 - \$499	(Describe) Partnership () income Received of \$0 - \$499
O Income Received of \$500 or More (Report on Schedule C)	O Income Received of \$500 or More (Report on Schedule C)
IF APPLICABLE, LIST DATE:	IF APPLICABLE, LIST DATE:
ACQUIRED DISPOSED	ACQUIRED DISPOSED
•	1 1
Comments:	

Comments:_

SCHEDULE A-2 Investments, Income, and Assets of Business Entities/Trusts

(Ownership Interest is 10% or Greater)

CALIFORNIA EAR POLITICAL P	A FORM 700 RACTICES COMMISSION
Name	TACTICES COMMISSION
Richardson,	Linda

► 1. BUSINESS ENTITY OR TRUST	► 1. BUSINESS ENTITY OR TRUST
ADR Continental Group	
Name	Name
San Francisco, CA 94124	Address (During Address Association)
Address (Business Address Acceptable) Check one	Address (Business Address Acceptable) Check one
☐ Trust, go to 2 ☑ Business Entity, complete the box, then go to 2	☐ Trust, go to 2 ☐ Business Entity, complete the box, then go to 2
GENERAL DESCRIPTION OF THIS BUSINESS	GENERAL DESCRIPTION OF THIS BUSINESS
See Attached.	
FAIR MARKET VALUE IF APPLICABLE, LIST DATE:	FAIR MARKET VALUE IF APPLICABLE, LIST DATE:
\$0 - \$1,999	\$0 - \$1,999
\$2,000 - \$10,000	\$2,000 - \$10,000
\$100,001 - \$1,000,000	\$100,001 - \$1,000,000
X Over \$1,000,000	Over \$1,000,000
NATURE OF INVESTMENT Partnership Sole Proprietorship X LLC	NATURE OF INVESTMENT Partnership Sole Proprietorship
YOUR BUSINESS POSITION Owner/CEO	Other
	YOUR BUSINESS POSITION
▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)	► 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME <u>TO</u> THE ENTITY/TRUST)
□ \$0 - \$499	\$0 - \$499 \$10,001 - \$100,000
□ \$500 - \$1,000 □ OVER \$100,000	\$500 - \$1,000 OVER \$100,000 \$1,001 - \$10,000
☐ \$1,001 - \$10,000 ➤ 3, LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF	➤ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF
INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)	INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)
X None or Names listed below	None or Names listed below
► 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST	► 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST
Check one box:	Check one box:
☐ INVESTMENT ☐ REAL PROPERTY	☐ INVESTMENT ☐ REAL PROPERTY
Name of Business Entity, if Investment, or	Name of Business Entity, if Investment, or
Assessor's Parcel Number or Street Address of Real Property	Assessor's Parcel Number or Street Address of Real Property
Description of Business Activity or	Description of Business Activity or
City or Other Precise Location of Real Property	City or Other Precise Location of Real Property
FAIR MARKET VALUE IF APPLICABLE, LIST DATE:	FAIR MARKET VALUE IF APPLICABLE, LIST DATE:
\$2,000 - \$10,000	\$2,000 - \$10,000
\$10,001 - \$100,000 S100,001 - \$1,000,000 ACQUIRED DISPOSED	\$10,001 - \$100,000
Over \$1,000,000	Over \$1,000,000
NATURE OF INTEREST	NATURE OF INTEREST
Property Ownership/Deed of Trust Stock Partnership	Property Ownership/Deed of Trust Stock Partnership
Leasehold	Leasehold Other
Yrs. remaining	Yrs. remaining
Check box if additional schedules reporting investments or real property are attached	Check box if additional schedules reporting investments or real property are attached

060600029-NFH-0029

ADR Continental Group

Type of Payment: Other (CONTINUATION)

Professional Services - Consulting, Stakeholders Outreach, Environmental Planning Justice, Community Benefits, Training

SCHEDULE C Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name ·
Richardson, Linda

1. INCOME RECEIVED	► 1. INCOME RECEIVED
NAME OF SOURCE OF INCOME	NAME OF SOURCE OF INCOME
Kay and Merkel	.RDJ Enterprises
ADDRESS (Business Address Acceptable)	ADDRESS (Business Address Acceptable)
San Francisco, CA 94105	San Francisco, CA 94124
BUSINESS ACTIVITY, IF ANY, OF SOURCE	BUSINESS ACTIVITY, IF ANY, OF SOURCE
	Professional Services, Community Benefits, Outread
YOUR BUSINESS POSITION	YOUR BUSINESS POSITION
Consulting	Consulting
GROSS INCOME RECEIVED No Income - Business Position Only	GROSS INCOME RECEIVED No Income - Business Position Or
\$500 - \$1,000 \$1,001 - \$10,000	☐ \$500 - \$1,000
X \$10,001 - \$100,000 OVER \$100,000	\$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.)	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
Loan repayment	Loan repayment
Commission or Rental Income, list each source of \$10,000 or more	Commission or Rental Income, list each source of \$10,000 or more
	1 8
(Describe)	(Describe)
· · · · · · · · · · · · · · · · · · ·	11
Other Professional Service	X Other Professional Service (Describe)
Other Professional Service	In Other Professional Service (Describe) lending institutions, or any indebtedness created as part of an elender's regular course of business on terms available to status. Personal loans and loans received not in a lender's
Other Professional Service (Describe) LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PER You are not required to report loans from commercial retail installment or credit card transaction, made in the members of the public without regard to your official services.	In Other Professional Service (Describe) lending institutions, or any indebtedness created as part of an elender's regular course of business on terms available to status. Personal loans and loans received not in a lender's
Other Professional Service (Describe) 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PER * You are not required to report loans from commercial retail installment or credit card transaction, made in the members of the public without regard to your official seregular course of business must be disclosed as follows:	Other Professional Service (Describe) lending institutions, or any indebtedness created as part of a ne lender's regular course of business on terms available to status. Personal loans and loans received not in a lender's ws: INTEREST RATE None SECURITY FOR LOAN
Other Professional Service (Describe) 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PE * You are not required to report loans from commercial retail installment or credit card transaction, made in the members of the public without regard to your official seregular course of business must be disclosed as follow NAME OF LENDER*	Other Professional Service (Describe) lending institutions, or any indebtedness created as part of a ne lender's regular course of business on terms available to status. Personal loans and loans received not in a lender's ws: INTEREST RATE TERM (Months/Years) None
* You are not required to report loans from commercial retail installment or credit card transaction, made in the members of the public without regard to your official seregular course of business must be disclosed as follown NAME OF LENDER* ADDRESS (Business Address Acceptable) BUSINESS ACTIVITY, IF ANY, OF LENDER	Other Professional Service (Describe) lending institutions, or any indebtedness created as part of a ne lender's regular course of business on terms available to status. Personal loans and loans received not in a lender's ws: INTEREST RATE None SECURITY FOR LOAN
* You are not required to report loans from commercial retail installment or credit card transaction, made in the members of the public without regard to your official serious regular course of business must be disclosed as follow NAME OF LENDER* ADDRESS (Business Address Acceptable)	Image: Professional Service (Describe)
* You are not required to report loans from commercial retail installment or credit card transaction, made in the members of the public without regard to your official seregular course of business must be disclosed as follow NAME OF LENDER* ADDRESS (Business Address Acceptable) BUSINESS ACTIVITY, IF ANY, OF LENDER HIGHEST BALANCE DURING REPORTING PERIOD \$500 - \$1,000	Image: Professional Service (Describe)
* You are not required to report loans from commercial retail installment or credit card transaction, made in the members of the public without regard to your official seregular course of business must be disclosed as follown NAME OF LENDER* ADDRESS (Business Address Acceptable) BUSINESS ACTIVITY, IF ANY, OF LENDER HIGHEST BALANCE DURING REPORTING PERIOD \$500 - \$1,000	Image: Professional Service (Describe)
Other Professional Service (Describe) 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PROVIDED THE PROPERTY OF A CONTROLL OF THE PROPERTY OF THE PROPER	Image: Professional Service (Describe)
* You are not required to report loans from commercial retail installment or credit card transaction, made in the members of the public without regard to your official seregular course of business must be disclosed as follown NAME OF LENDER* ADDRESS (Business Address Acceptable) BUSINESS ACTIVITY, IF ANY, OF LENDER HIGHEST BALANCE DURING REPORTING PERIOD \$500 - \$1,000	Image: Professional Service (Describe)