



CIDBIA Board Meeting Minutes

April 7, 2016

Board Members Present: Larry Larson (Co-President), Ken Louie (Co-President), I-Miun Liu (Treasurer), Diane King (Secretary), Tuck Eng, Lei-Ann Shiramizu, Barb Wilson, and Maiko Winkler-Chin

Board Members Absent: Aaron Crosleycone

Staff Present: Jessa Timmer

Meeting called to order by Larry Larson at 8:40 a.m. April 7, 2016

1. Welcome

Larry welcomed board members.

2. Public Comment on Agenda Items

There were no public present therefore there were no public comments on agenda items.

3. Review and Approval of February 18, 2016 meeting minutes.

The minutes were not approved. They will be approved after Jessa Timmer gathers further information about the implications of the OPMA.

4. Staff Update presented by Jessa Timmer

1. An RFP for an event management firm/individual has been sent out and 5 or 6 companies and 3 or 4 individuals have shown interest in the RFP.
2. OIS has awarded the BIA \$60,000 for 2016. \$65,000 was requested.
3. Tuck Eng reported the Chinatown Gate Foundation will raise funds for repair, cleaning, and painting of the Chinatown gate. This should take place by June.
4. Chinatown International District brochures are being distributed to 50 Seattle hotels by the BIA staff members. They have been distributed to the airport by a distribution firm. Remaining brochures will be distributed to businesses in the community. It was suggested that the BIA sponsor concierge tours through the district.
5. The office is revamping the BIA newsletter.
6. BIA is working with Jamie Lee from the SCIDPDA to decide how to spend the leftover money from the streetcar promotion.
7. Monica is the person in the BIA to contact regarding the clean alley program.
8. Jessa has been requested to sign a letter to the mayor sponsored by neighborhood organizations regarding the conditions in Chinatown ID relating to street people and crime. Jessa will send out the letter to the board as information.

5. Financials

Copies of the March 2016 budget reports were handed out and discussed. Monisha is working on getting more event sponsorships. A process should be provided for people to donate to the CIDBIA. More revenue could be provided by billing businesses who have not been in the pipeline for dues collection. Jessa is working with the city regarding new rate payers.

6. Event Committee Update

Larry, Maiko, Jessa and I-miun were present at the meeting. The events committee met to debrief the 2016 Lunar New Year Celebration. The committee identified goals for all events. The times for the upcoming Dragon Fest event July 16-17 will be Saturday: noon to 8 p.m. and Sunday noon to 6 p.m. There will be a marketing effort to engage attendees on Saturday night that is not a Night Market event—perhaps a late night food walk, bar crawl etc. The committee discussed the pros and cons of food trucks. Education for local businesses to prepared for event days and discussions regarding the BIA's role in event management and staff time dedicated to events are long term issues.

7. BIA Assessment Committee Update

The new BIA renewal Proposal was introduced. Due to time constraints and additional information gathering. The discussion was brief. It was requested that a timeline be drawn up so we could reach the goal of having petitions signed by September 1.

8. Other business

1. The Employees Policies and Procedures Manual was presented. It was discussed that perhaps it should be divided into sections so board members could provide input on sections that cover information they were familiar with.
2. A board application form was presented. Board members can look over the form to see if it needs revising.
3. The strategic Planning Sessions will be held April 18 and 24.

9. Public Comment

There was no public comments.

10. Meeting adjourned at 10:30 am

Action Items:

- Check into what is to be included in minutes of meetings
- Continue to distribute brochures and distribute remaining brochures to businesses in the CID area.
- Move forward to back charge CIBIA dues to businesses and buildings who have not been billed.
- Send out draft of community letter to BIA board members
- Begin looking into process so people can donate to the BIA if they would like.
- Continue to work on the BIA assessment proposal and submit proposal timeline to board.
- New employee policy and procedures manual to be edited by board members. Jessa to distribute portions to board members.
- Board members to review board application form.

Respectfully submitted by Diane King