



## CIDBIA Board Meeting Minutes

June 2, 2016

Board Members Present: Larry Larson (Co-President), Ken Louie (Co-President, Diane King (Secretary), Aaron Crosleycone, Tuck Eng, Barb Wilson, and Maiko Winkler-Chin

Board Members Absent: Lei-Ann Shiramizu

Staff Present: Jessa Timmer, Monisha Singh

Meeting called to order by Larry Larson at 8:40 a.m. June 2, 2016

### 1. Welcome

Larry welcomed board members.

### 2. Public Comment on Agenda Items

No one from the public was present therefore there were no public comments.

### 3. New Business

- a. Employee Policies and Procedures Manual final draft  
It was requested the CIDBIA mission statement be added to the document.  
Jessa will send out the previous distributed draft as well as the final draft to board members via email for their examination.
- b. Strategic Planning Outcomes – Mission, Vision and Goals  
A copy of the Mission, Vision and Goals document was distributed and discussed. It was moved and seconded that the document be adopted with the following changes: the statement in item 4. a. is to read “Develop **marketing** style guide” for the district and make the caption “Organizational Capacity” as #5 under goals.
- c. Board Bifurcation – for discussion  
Discussion concerned creating two boards. A 501c3 board that would be funded by grants and fundraising; and a rate payer’s board that would be funded by property owners. Pros of splitting the board: outside funding can be more visionary and other community members can be involved on the board. Cons of splitting the board: lack of transparency and openness. More conversations will take place regarding this concept with clarification and expectations of board members discussed as well as the crafting bylaws.
- d. OPMA Updates  
Jessa found that posting the agenda and minutes of meetings were not required if there was a staff of less than 10 salaried employees in the organization. A public posting of meeting dates, however, is required. It was decided that the agenda and brief minutes of the meetings would be posted to the CIDBIA website.

#### **4. Review and Approval of February 18, 2016 meeting minutes.**

The minutes were approved with the following corrections: under Financials: delete the sentence "See three attached documents....." and replace it with "Copies of the February 2016 budget reports were handed out and discussed"; also under BIA Assessment Committee Update: delete the sentence "Please see attached memo...." And replace it with "A memo was distributed and discussed".

#### **Review and Approval of April 7, 2016 meeting minutes.**

The minutes were approved with the following corrections: 3. Change the second sentence to read, "They will be approved after Jessa Timmer gathers further information **about the implications of the OPMA**". Under the heading 4. 6. Change the acronym to read **SCIDPDA**.

#### **5. Financials**

An amended budget has been drawn up but no handout was available. The City will begin billing clients that have not been charged an assessment fee in the past. This should amount to an increase of approximately \$12,000 of income this year and approximately \$18,000 in back assessment charges. At this time there is sufficient cash flow.

#### **6. Events/Marketing Update**

Monisha reported that a \$7,100 grant was awarded to the CIDBIA from the Port of Seattle. \$2,100 of the award will augment the costs of three months of advertising in the WHERE magazine which is placed in the hotels and tourism bureaus throughout Seattle. Another \$2,000 will be to augment the cost of WHERE Guestbook, which is an annual hardbound book that is placed inside hotel rooms throughout Seattle and the Eastside. Six businesses will be advertising in the Magazine: Eastern Café, Oasis Tea Zone, Momo, Wing Luke Museum, KOB0 and Tai Tung. Cost is \$58 for one month for the Magazine. For the Guestbook, six businesses will be advertising in it: Eastern Café, Oasis Tea Zone, Momo, KOB0, Uwajimaya, and Seattle Pinball Museum. The cost for each business is \$167 for the entire year. The remaining \$3,000 of the grant will go towards hiring RN2 Creative to update the SeattleChinatownID.com website.

**Happy Hour** was a success. 30 businesses were involved in providing dishes for \$2, \$4 or \$6 between the hours of 4-7 on the third Thursday of the month. The next happy hour will be June 16. This event is planned every third Thursday through December.

**DragonFest** will be held July 16-17. Sponsorships have been secured from McDonald's \$50,000; Golden International \$7,500; and Delta Airlines trade value of \$25,000. A new event management vendor has been secured to organize DragonFest and the cost for the event should be approximately the same as last year.

#### **7. BIA Assessment Renewal Update**

A meeting will be held on July 9 regarding the BIA assessment. There are still several questions that will need to be addressed. One of them being: coming up with a non-profit rate and verifying who qualifies as a non-profit. The city has a designation of tax exempt but it includes not only non-profits but other properties that get tax exemption due to low income housing allowances etc. A time line for the renewal process will also be discussed.

## **8. Staff Update**

1. The CIDBIA has moved into the Hing Hay Coworks and likes their new space. They report they got a good rental rate from the SCIDPDA.
2. Some of the CIDBIA employee expenses for the neighborhood cleanup may be covered by cleanup funds.
3. An application for \$25,000 matching grant has been submitted for Night Market which is to be held in the fall.
4. The CIDBIA is working with Jessica Tam of the City to help restaurants deal with grease trap regulations.
5. There was a spring walk thru the district with waste management.
6. Quotes for a visual structural assessment and for cleaning of the Chinatown Gate have been gathered. Tuck Eng reported the Chinatown Gate Foundation fundraising will not meet the June date requested for the cleanup and painting. He hoped that the CIDBIA or some other group could front the money until funds could be raised. It was felt that it would cost approximately \$4,000. He also requested that someone look into future gate preservation since the Chinatown Gate Foundation members are getting older and they cannot provide as much support as previous. It was felt that the CIDBIA should look into supporting the gate. This is a major attraction for Chinatown ID and it should once again be brought up to the city that the CID should not have to maintain a major attraction.

## **9. Public Comment**

There were no public comments.

## **Meeting adjourned at 10:10 am**

### **Action Items**

- Jessa to email board members the Employee Policies and Procedures Manual final draft and previous draft for review by board members.
- Create conversations regarding the board bifurcation with clarification and expectations of board members as well as crafting bi-laws.
- Post the agenda and brief minutes of the meetings on the CIDBIA website.
- Look into the set up process so individuals can donate to the CIDBIA if they wish and receive a tax deduction.
- Continue to work on the CIDBIA assessment proposal and submit a timeline to the board.

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Respectfully submitted by Diane King