



CIDBIA Board Meeting Minutes

July 7, 2016

Board Members Present: Larry Larson (Co-Chair), Ken Louie (Co-Chair), Tuck Eng, Lei Ann Shiramizu

Board Members Absent: Diane King, Aaron Crosleycone, Barb Wilson, Maiko Winkler-Chin, I-Miun Liu

Staff Present: Jessa Timmer, Monisha Singh

Meeting called to order by Larry Larson at 8:51 a.m. July 7, 2016

1. Welcome

Larry welcomed board members.

2. Public Comment on Agenda Items

There were no public comments.

3. Review and Approval of June 6, 2016 Meeting Minutes

Quorum was not reached and the board could not vote to approve the minutes.

4. Old Business

a. Employee Policies and Procedures Manual

Jessa presented a final draft of the Manual. There were still some questions from the board about what we should legally do regarding working hours. We want the organization to be compliant with Washington State and Federal labor laws so that it protects us from liability. *Jessa will research further and finalize the language surrounding breaks and working hours.*

b. Board Bifurcation – Ad-Hoc Committee

Jessa would like to put together an ad-hoc committee to gain feedback on questions surrounding the board bifurcation process and potential outcomes. It would mostly be via email. *She will send out an email to the full board to see who would like to be on this ad-hoc committee.*

5. New Business

a. BIA Assessment Renewal

A memo was disbursed from the last meeting of the BIA Assessment Renewal Committee. The committee, along with BDS, and OED are moving forward with the plan to assess all tax exempt properties at a 50% rate. *Jessa and board members will begin informal conversations with property owners to vet the proposed idea. Jessa will send out*

the old BIA Assessment renewal document that lists board/staff contacts for property owners. The Committee, Board, and staff will divvy these up accordingly to move forward. BDS will continue drafting the proposal language and finalize an assessment list for the informal conversations. Jessa will update the proposed initial year assessment budget to reflect these changes.

b. Dragon Fest

Monisha stated that Dragon Fest is coming up in just a week and a half. She and the rest of the staff are pleased with the event management contract with Audrey and Melissa. There will be fewer food trucks this year and they will be disbursed throughout the event footprint and will strategically be placed near noncompeting restaurants. The entertainment schedule is full and social and traditional media is out. Monisha passed around a volunteer sign-up sheet for the board.

6. Finance Committee Update

A memo was disbursed from the Finance Committee. The organization is in a better financial position than budgeted for year-to-date. An updated 2016 Budget was disbursed however there were not enough board members to adopt the amended budget. The organization is still about \$40,000 short for 2016. Jessa hopes to make this up via a Neighborhood Matching Fund grant for Night Market as well as increased sponsorship and decreased expenses for the remaining two events. *However, the Finance Committee should begin looking at potential fundraising plans to fill the gap for 2016 and for 2017 moving forward.*

7. Events/Marketing Update

The Port of Seattle grant funded advertising is out and businesses who are included are pleased. Staff is looking at ways to continue this co-op advertising opportunity after the grant is done. The Happy Hour Food Walk is continuing and the organization has funding through August for print materials. If funding does not come available to print, the organization would still like to continue via social media. The seattlechinatownID.com website is in the process of being overhauled. We are working on Night Market and generating more revenue from the event even though we are planning on having less food trucks. The BIA is looking at getting a blanket food handling permit so restaurants in the district have less cost to have a booth.

8. Staff Update

- a. Jessa started a DropBox for all board documents
- b. There is a massive cleaning scheduled for under I-5 the week of July 18. All community organizations, SDOT, SPD, SPU, and the Mayor's office are involved in creating a space after the cleanup that will deter camping to return
- c. The BIA is tracking all technical assistance to businesses via an online form. This will inform the organization as to which issues are most important to businesses and what types of technical assistance is being requested
- d. Jessa is working with Phil and others as Monica's position will need to transfer to hourly on or before December 1st because of new Department of Labor standards
- e. The Mayor's response to the Public Safety Task Force recommendations was sent to businesses on our email list. The BIA will be working with other community organizations as to what this means for our neighborhood
- f. Jessa has signed up the BIA as an affiliate member of the Washington State Main Street Program. This gives us access to free trainings and seminars as well as reduced rates to the annual State conference

- g. There will be a Clear Alleys Program workshop on August 17th which will include information from Waste Management and SPU. Businesses will be able to sign up for the program on site if they are not already on it. Translation services will be provided
- h. The MID, Waste Management, and Recology will all be bidding (or re-bidding) for sanitation contract services within the C-ID. *Jessa will update the board when the bids come in*

9. Public Comment

There were no public comments.

Meeting adjourned at 10:17 am

Action items italicized

Submitted by JLT